

Date Here – Location here
Contact: Chris Flitter - 415-722-7238

Pick ups by Chipman Relocation and Logistics

- 8:00 AM Pick up #1 - Contact Name
Address
Phone
Items: Pick up: Two couches - one sofa bed and other couch (Family 1)
- 8:30 AM Pick up #2 - Contact Name
Address:
Phone:
Items:
- 9:00 AM Pick up #3 - Contact Name
Address:
Phone:
Items: Take everything, she has the big stuff defined for Family 1 or 2.
- 9:30 AM Pick up #4 - Contact Name
Address:
Phone:
Items: Mattresses, dining table and benches, and twin bed frame/trundle

Morning Set up and Check In

- 7:30 AM Set up check in table. Two family tables. Food, coffee, snacks. (2 people)
- 8:00 AM Volunteers arrive
Assign Family 1 & 2 Volunteers (2 each table) - this person is in charge of organizing and making sure all items are accounted for at table. This is VERY important, they need to check off items AFTER items have been checked off at main check-in. Sometimes items get lost in transit and they don't make it to the correct family table.
- 8:00 AM Donation Drop Off Begins
High School Addres:
- 10:00 AM Start packing up boxes - per family, per room and per bed.
- 10:15 AM Chipman Returns with truck - pack truck.
Please keep - Family 1 rugs and mattresses and bed frames in front of truck
Family 2 in back of truck - Mattresses and bed frames in front of that section
- 10:30 AM Talk to everyone about families and GG
Sandwiches arrive or can bring to first house.

11:00 AM	Leave for Family #1
11:45 AM	Arrive Family #1 Rugs down first Beds assembled Other furniture brought in Mount TV and curtain and rods
2:30 PM	Complete Family #1 - Reveal
3:00 PM	Leave for Family #2
3:30 PM	Rugs and Mattresses off of truck first. Set up in rooms (this could be done earlier if crew is sent) Install curtains and rods
5:30 PM	Complete Family #2 - Reveal