

**Joy to the World! Nativity Creche Display
2018 Registration Form
Comox Valley Presbyterian Church
725 Aspen Rd Comox**

You do not have to provide this form again if you have previously lent this set to us. If you are lending a previously-registered set please make sure that the assigned number is visible on the outside of the packaging.

Thank you so much for lending us your Nativity Set for the Joy to the World! Nativity Display. Please read and submit this form with your nativity to display at our event on Dec. 7 and 8. **(One form per Nativity please.)** Also note below the drop off and pick up times.

Please note that while we will do whatever we can to safeguard your sets, Comox Valley Presbyterian Church **has no additional liability insurance**. If your set is valuable, consult your home insurance policy to see if that would cover any loss. We will have a no-touch policy for all items and there will be monitors on the floor to make sure everyone complies. Those sets that are deemed very valuable by owners will be placed out of reach of children (if this is needed please let us know).

Name: _____

Address: _____

Email: _____ Phone: _____

Set description: Number of Pieces: ____ Is it a set that lights up? Y or N

Construction Material: _____

Relative size(small, medium, large): _____

Description of set/Country where it was made:

History or story related to the set: (This very important to us; if you do have a story associated with the set, please tell it.) **Use back side to record the story.**

-----**cut here and detach for future reference**-----

-IMPORTANT DROP-OFF/PICK-UP INSTRUCTIONS and SCHEDULE:

1. Pack your set in a **box**, using protective packaging as necessary. Please include only one set per package/box (unless they are small).
2. Write your name clearly on the outside of the box, as well as the number of pieces in the set.
3. If possible, include a photo, or you can send a digital copy to alschut@shaw.ca.
4. Have this form ready to give to us at the drop-off.

Drop-off Schedule : Sunday December 2 at the morning service; Tuesday, Wednesday morning during office hours (9 to noon), December 4 or 5. Please not before December 2 as storage space for the sets is limited. Thursday noon for returning sets.

Pick-up Schedule: Saturday December 8, 5 to 6 PM **(Please do not pick up before 5 PM). If you are lending more than 5 sets, please come at 3:30 PM to repack your own sets and take them home with you.)**
Sunday December 9, after the morning service
Tuesday or Wednesday, December 11 or 12, 9 AM to noon.