

Object submission process:

Objects must be accompanied by a submission form (submission forms are available online and also hard copies in TGS)

Object need to be collated/boxed and packed in a bag (from TGS store), taped closed, with a signed submission form taped to the bag.

If items need to be taken off-site or submission is missing objects for any reason, it cannot be considered a complete submission. Therefore, missing objects must be submitted as a separate submission.

Once bagged, submissions will be easily recognisable/ identifiable. Bagged packages left in electrical room will be collected by RH for logging. If oversize/ heavy, these can be delivered directly to store on 3rd floor.

Black book in electrical store can be utilised for notes should there be other circumstances outside of WiSH member's control.