

New Harmonies Damage Report

Please copy and use this form to report any damage noted upon arrival, during exhibition, and upon re-packing. Please document and photograph any damage.

A Condition Report notebook for the exhibition travels in the crate with the Star stamped on it. Please note any changes or permanent damage on the appropriate cumulative report section for your organization, copy that page, attach it to this form, and send to:

Terri L. Cobb
SITES
PO Box 37012, MRC 941
Washington, DC 20013-7012
T: 202-633-5334
F: 202-633-5344

Name of Facility _____

Address _____

Name & Title of Person in Charge _____

Signature of Person in Charge _____

Telephone # _____ Date _____

Damage to: Crates: #s _____

Panels: #s _____

Banner: _____

Other: _____

Circumstance of Damage: _____

Arrived damaged: #s _____

Damaged by staff: #s _____

Damaged by public: #s _____

Unknown source: #s _____

Description of Damage: _____

Breakage: #s _____

Vandalism: #s _____

Improperly packed: #s _____

Improperly handled: #s _____

Other: #s _____