

## Key Ingredients Summary Report

Please check the condition of all exhibition materials as you unpack the crates. Please complete this form within 48 hours of unpacking the exhibition and mail it to:

Terri Cobb  
Arts & Industries Building  
900 Jefferson Drive, Suite 1271  
Washington, DC 20560

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Person in Charge: \_\_\_\_\_

Signature of Person in Charge: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Date: \_\_\_\_\_

Date crates received: \_\_\_\_\_ Date unpacked: \_\_\_\_\_

Total # of crates received: \_\_\_\_\_

Please circle one:

General condition of panels:                      good                      fair                      poor

General condition of connectors:                      good                      fair                      poor

General condition of crates:                      good                      fair                      poor

General condition of banner:                      good                      fair                      poor

Comments: