



# Labeling & Packing

## Label the gifts

Clearly label the outside of the gift box or envelopes with the provided unique **Family Code**. You may handwrite the code or use a sticker/label. You may also write individual names on each gift to ensure they go to the intended recipient.

## Prepare for delivery

Place ALL gifts for the entire family in a large box or bag. A plastic tote box is a great option for keeping gifts together and as a bonus, the family can reuse the tote for storage! Make sure the **box is closed completely**. If you use multiple boxes or bags for your family, make sure to indicate this on the label. (*Item 1 of 3, Item 2 of 3, Item 3 of 3*)

The label should include the unique **Family Code** and the **Item Count**.

### EXAMPLE #1

Melon275773

Item 1 of 3

### EXAMPLE #2

Holly274278

Item 1 of 1



## Gift Drop Off

Gifts can be dropped off at the  
OC Fair & Event Center on  
**Sunday, Dec 14 from 9 am - 3 pm** or  
**Monday, Dec 15 from 8 am - 4 pm.**

Entrance Gate 8  
905 Arlington Drive, Costa Mesa, CA 92626

During drop off you are welcome to stop by our Donor Experience in the warehouse to learn more about Share Ourselves' services and programs.

**Thank you for your generosity!**