

Packing and Return Checklist

Complete the Out column before handoff and the Back column on return. Guests keep their included jewelry and pouches; reusable equipment and unused stock come back.

Event / organiser: _____ Date: _____

Guest count: _____ Charms per guest: _____ Packed by: _____

Return / collection date and location: _____

Reusable equipment	Out	Back	Missing / damaged
Jewelry pliers			
Adult handled cutters			
Charm compartment trays			
Guest work mats or trays			
Storage tubs and lids			
Sample jewelry and instruction sheets			
Other _____			
Unused stock	Out	Back	Used / notes
Chains with clasps			
Charms			
Jump rings			
Take home pouches			

Before handoff

- ☐ Count supplies for the final guest total; include spares and the agreed charm allowance.
- ☐ Inspect clasps, rings and tools; secure tray lids and pack cutters separately.
- ☐ Include guest instructions, host instructions and the agreed return details.

When the kit returns

- ☐ Count equipment and unused stock; record missing or damaged items above.
- ☐ Clean and dry reusable items according to product directions; sort and restock.

Checked back in by: _____ Date: _____