Packet Pickup & Shirt Distribution Kit

Print this sheet for the shirt-table lead. Print the box labels on page 2 as needed.

Event / pickup window

Shirt-table lead / contact

Before the table opens

Sort by garment, fit, and size. Label boxes, count opening stock, and set aside reserve shirts. Confirm the pickup policy, issue log, and escalation person.

Standard pickup

Confirm the runner's selected shirt and issue status. Give the correct shirt and mark it collected in the assigned check-in system or list.

Size swaps and late arrivals

Confirm the event's rules and preserve reserved stock. Log both sizes for an approved swap, and count only clean stock returned to inventory. Ask the lead before using reserves.

Starting and ending count by fit and size

Use one row per garment, fit, and size. Copy this page if you need more rows.

Fit / size	Opening	Returns / in	Issues / out	Expected	Actual	Difference

Expected = opening + returns/transfers in – issues/transfers out. Difference = actual – expected.

Shirt box labels

Print, fill in, and tape a label where volunteers can see it from the front of the table.

RACE SHIRT INVENTORY

Garment / fit _____

Size _____

Box number / quantity _____

Reserved for (if applicable) _____

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Garment / fit _____

Size _____

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