

## Logging IC Documents - Plot Support:

This is the process for handling letters, contracts, winged messengers, notes, etc.

- When a document comes in, please direct the person bringing it to read and follow the instructions below.
- These folders are (currently) sorted loosely by recipient / target - this may be eternal, ambassadors, foreigners, etc.
- Check the other folder if you can't find a target- we currently have two folders!
- If its for a new target, then add the target name to the list below, or replace a target that hasn't had mail in a while.
- Documents need to be numbered and marked with the event - this is useful for cross-referencing with the log-sheet later.
- They also need to be scanned - this should happen *before* they get put in this folder.
- This folder needs to be emptied between events, the log-sheets should be written up on the wiki and new log-sheets should be printed for the next event.
- These are *probably* tasks for Chessy or her named second, so please give the folders to her at the end of the event – so **don't pack these away**.

### Are you bring us bits of paper? Read This First!

- Check the list below to see which *section* you are putting it in - documents are sorted by recipient / target - this may be an eternal, ambassador, foreigner, etc.
  - Double check with plot support if there's a *lot* of docments - it might be that they have their own folder. (eg, Lashonar has it's own folder, as do Autumn Realm Contracts - documents for the Great Library Phaleron should go in the Great Library box ,etc. )
  - These are still logged on the log sheet.
  - Aside from this, there are currently two folders - check both.

### Before the document gets put in this folder:

- Fill in the log sheet for each document, with as much information as you have – these are taped inside this folder.
- Number the document, according to the number on the log-sheet. Also put the event (eg. *E3-2015*) as well. Put the number and the event on the *back* of the document or somewhere where it won't be readily seen in case we need it again.
- Next, scan the document - plot support can show you how to use the document scanner if you need help with this.
- When all this is done, put it in the appropriate plastic wallet.
- Let plot support know you've added a document to the folder, so they can flag it up with the relevant plot-writer.
- Please *don't* put \*objects\* in the poly pockets - we don't need coins or other physreps. Just log these on the log sheets and hand them to plot support to deal with.

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40

Folder: \_\_\_\_\_