Courier Checkpoints

Standard List Template

**Digital Communication Platform:** [Platform Name]

**Group:** [Link Here]

The below are mandatory checkpoints for virtual couriering. Parties involved in a transaction will receive notifications once the artwork has reached each and every checkpoint via an agreed digital communication platform.  
  
Environmental parameters (T/RH), shock, vibration, pressure, light, and planned routing will be monitored via live tracker: [insert tracker name and link to the live data, if applicable]

|  |  |
| --- | --- |
| Sending Institution (as applicable) **Registrar** [name][email] [mobile number]  **Collections Manager** [name][email] [mobile number]  **Conservator** [name][email] [mobile number]  **Preparator** [name][email] [mobile number]  **Curator** [name][email] [mobile number]  **Assigned Virtual Courier** (if different from above)[name][email] [mobile number] | Receiving Institution (as applicable) **Registrar** [name][email] [mobile number]  **Collections Manager** [name][email] [mobile number]  **Conservator** [name][email] [mobile number]  **Preparator** [name][email] [mobile number]  **Curator** [name][email] [mobile number]  **Assigned Virtual Courier** (if different from above)[name][email] [mobile number] |

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|  |  |
| --- | --- |
| Shipping Team Origin (include airport/port supervisors) (as applicable) **Coordinator** [name][email] [mobile number]  **On the Ground/Airport Supervisor** [name][email] [mobile number]  **Driver** [name][email] [mobile number]  **Preparator** [name][email] [mobile number] | Shipping Team Destination (include airport/port supervisors) (as applicable) **Coordinator** [name][email] [mobile number]  **On the Ground/Airport Supervisor** [name][email] [mobile number]  **Driver** [name][email] [mobile number]  **Preparator** [name][email] [mobile number] |

# Ground Transportation (6–7 Checkpoints) Reorder or modify as is needed for the trip

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check Point | Description | Communication Needed | Sender | Receiver |
| 1 | Condition reporting and (un)packing  [date, time\*] | **Video Meeting**  Live video to oversee this process  May include (de)installation of live tracker in the crate—check link before closing crate.  Include return tracker return instructions, if needed  [digital communication platform link]  [tracker link, if using] | [name] [institution] | [name] [institution] |
| 2 | Artwork loaded onto truck  [date, time\*] | **Photo / Video**  Crate loaded onto truck and strapped | [name] [institution] | [name] [institution] |
| 3 | Truck closed and locked | **Photos**  Far shot of closed truck and close-up of locking device | [name] [institution] | [name] [institution] |
| 4 | Rest or unexpected stops | **Texts**  Location of rest stop. One text when arriving and one when leaving. | [name] [institution] | [name] [institution] |
| 5 | Truck arrives at destination  [date, time\*] | **Text**  Stating arrival time | [name] [institution] | [name] [institution] |
| 6 | Artwork unloaded from truck | **Photo / Video**  Crate on destination loading dock | [name] [institution] | [name] [institution] |
| 7 | Artwork in  storage | **Photo**  Crate secured in storage | [name] [institution] | [name] [institution] |

\*Time to be shown for all time zones

# Air Transportation (19 Checkpoints) Reorder or modify as is needed for the trip

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check Point | Description | Communication Needed | Sender | Receiver |
| 1 | Condition reporting and (un)packing  [date, time\*] | **Video Meeting**  Live video to oversee this process  May include (de)installation of live tracker in the crate—check link before closing crate.  Include return tracker return instructions, if needed  [digital communication platform link]  [tracker link, if using] | [name] [institution] | [name] [institution] |
| 2 | Truck closed and locked | **Photos**  Far shot of closed truck and close-up of locking device | [name] [institution] | [name] [institution] |
| 3 | Truck arrives at airport  [date, time\*] | **Text**  Stating time of arrival | [name] [institution] | [name] [institution] |
| 4 | Artwork unloaded from truck | **Photo / Video**  Crate being removed from the truck | [name] [institution] | [name] [institution] |
| 5 | Artwork palletized | **Photo / Video**  Crate being palletized | [name] [institution] | [name] [institution] |
| 6 | Final palletization | **Photos**  Crate secured on pallet and close-up of pallet number | [name] [institution] | [name] [institution] |
| 7 | Artwork loaded onto plane | **Photo / Video**  Palletized crate being loaded onto the airplane | [name] [institution] | [name] [institution] |
| 8 | Artwork secured in plane | **Photo**  Palletized crate strapped securely on airplane | [name] [institution] | [name] [institution] |
| Check Point | Description | Communication Needed | Sender | Receiver |
| 9 | Plane takeoff  [flight number] [ETD\*] | **Text**  Time of takeoff | [name] [institution] | [name] [institution] |
| 10 | Plane arrival  [flight number] [ETA\*] | **Text**  Time of arrival | [name] [institution] | [name] [institution] |
| 11 | Artwork unloaded | **Photo / Video**  Palletized crate being removed from airplane | [name] [institution] | [name] [institution] |
| 12 | Artwork unloaded from pallet | **Photo / Video**  Crate being removed from pallet. | [name] [institution] | [name] [institution] |
| 13 | Artwork passed to agent | **Text / Photo**  Time of transfer of custody | [name] [institution] | [name] [institution] |
| 14 | Artwork loaded onto truck | **Photo / Video**  Crate loaded onto truck and strapped | [name] [institution] | [name] [institution] |
| 15 | Truck closed and locked | **Photos**  Far shot of closed truck and close-up of locking device | [name] [institution] | [name] [institution] |
| 16 | Truck leaves airport | **Text**  Stating time of departure | [name] [institution] | [name] [institution] |
| 17 | Truck arrives at destination  [date, time\*] | **Text**  Stating arrival time | [name] [institution] | [name] [institution] |
| 18 | Artwork unloaded from truck | **Photo / Video**  Crate on destination loading dock | [name] [institution] | [name] [institution] |
| 19 | Artwork in storage | **Photo**  Crate secured in storage or gallery | [name] [institution] | [name] [institution] |

\*Time to be shown for all time zones