



Mail and Shipping

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

MAILING ADDRESS

UT Theatre Department
206 McClung Tower
Knoxville, TN 37996-0420

CBT SHIPPING ADDRESS

Clarence Brown Theatre
1714 Andy Holt Ave.
Knoxville, TN 37996

INCOMING US MAIL

US Mail for the entire department should be addressed as indicated above. Campus Mail Services delivers mail to the Main Office once a day, generally between 10-11:00am. Mail is then distributed to the mailboxes located in the Office (206 McClung). Mail for staff located in the Clarence Brown is periodically picked up and delivered to the staff mailboxes located by the time-clock at the Clarence Brown; there is no specified delivery schedule for runs between the Main Office and the Clarence Brown.

OUTGOING US MAIL

Mail sent through the U.S. Postal Service requires a UT mail slip (available in the Main Office) in order to be posted. This mail slip codes the mail to be charged to the Department. When mailing more than 12 items on a single slip, a copy of the slip with the budget to be charged must be given to Sharon. The following codes should be used to appropriately charge mail.

- Code #169:** UT Theatres E01-1035
Mail associated with production.
- Code #101:** Theatre E01-1078
Mail associated with academic purposes.
- Code #454:** Clarence & Marion Brown Endowment R01-1078-032
Mail associated with professional company expenses and endowment projects.
- Code #453:** Opening Night/C.B. Society R01-1032-005
Clarence Brown Society mailings.

MAIL PICK-UP:

Campus Mail Services picks up outgoing US Mail in the main office once a day, generally between 10-11:00am. Outgoing mail is also picked up at 2:00 pm from the drop box in the upper level garage of McClung Tower. In the Clarence Brown, outgoing US Mail may be dropped off at the Box Office. Outgoing mail left in the Box Office is periodically delivered to the Main Office drop-off location; there is no set schedule for this delivery.

 SHIPPING PACKAGING

FedEx can provide boxes of almost any size for shipping large and/or bulky items. These are provided for free on the University contract as long as the box is then shipped via FedEx and can be provided even on the day of shipment. If you have questions or need to request a box, please contact the Main Office.

 SHIPPING

FedEx Account Number: xxxx-xxxx-x (get from office)

All shipping should be done through FedEx *exclusively* and billed to the Department using the account number listed above and **NOT** charged to your procurement card. Using this account number will have the charge applied to the Accounting Assistant's credit card. Please provide a note on the Department Info line as to budget code. You may drop your letter or *ready-to-ship* package off at the Main Office along with a complete shipping address, delivery phone number, and information on the value of contents.

Shipping from UT

When shipping from UT, log into FedEx online and enter the Department's account number. When completing the information online, it is critical that you include the Budget Code in the "Customer Reference Field". When shipping for a rental, enter "Props Rental: XYZ Theatre". Also, you **MUST** copy Jill on the email verification as ALL FedEx shipping is billed directly to Jill's card. If you have questions about how to get an account or how to use this service, please contact Jill at 4-6011..

Pickup charges of approximately \$20 will apply to boxes shipped directly from the Main Office. To avoid these charges, simply drop packages off at a FedEx location or drop box.

Shipping at a FedEx Location/Using an Airbill

FedEx Shipping Airbills with our Account and Office Address preprinted are available in the Main Office. Instructions for filling out the Airbill (paper or online) are below. Please follow these closely and then call FedEx (800.463.3339) to schedule pickup or drop the package at any FedEx location.

Section 1/3: Fill in the address info. The account number above is ALWAYS part of the "From" information.

Section 2: Under Customer Reference Number, fill in the Budget Code that this shipment should be charged to. (e.g. "Streetcar Scene Designer")

Section 4: Preferred shipping type: **FedEx Express Saver**. Freight (>150lbs) should be approved in advance.

Section 5: be aware that we pay a penalty if the incorrect package type is selected.

Section 6: Select any special delivery options (remember these options incur additional charges). Be sure one of the "Dangerous Goods"—No, Yes w/ declaration, Yes w/o declaration—boxes is checked. One of these **MUST** be checked—usually No.

Section 7: DO NOT select Credit Card or Cash/Check

1. From Knoxville to Elsewhere: check "Sender"
2. From Elsewhere to Knoxville: check "Recipient"
3. From Elsewhere to Elsewhere: check "Third Party"

Section 8: Select whether a signature is required. Signature confirmation incurs additional charges.

The top copy (labeled sender's copy) should be submitted to Jill Baker.