

HOW TO ORGANISE THE COLLECTION?

Step-by-step guide to organise the collection of philatelic materials:

- Step 1 Look through your collection:
 - identify the theme you have most in your collection, or
 - identify the theme you prefer to develop
- Step 2 Retrieve philatelic materials of the selected theme.
- Step 3 Organise into a story - with stamps, philatelic materials, photographs, maps, visuals, etc.
- Step 4 Organise into the number of exhibition sheets required.
- Step 5 If insufficient, expand the story, to include stamps of other themes but related to the story line.
Go to *How to Develop the Content or Story Line?* to find out more.
- Step 6 Type out the story and number the pages. Allow for space to mount the stamps & philatelic materials.
- Step 7 Mount the stamps & philatelic materials.
Go to *Pictorial Guide to Mounting of Philatelic Materials* to find out more.
- Step 8 Do introduction or content page.
- Step 9 Write name of group on the back of the exhibition sheet.
- Step 10 Slot sheet and exhibition card into the sheet protector. Use scotch tape to tape down if necessary.