Olivette Inaugural Puzzle Exchange!
 We have developed some simple rules and a simple exchange process. Let's see how it goes and adjust as necessary! If there are a lot of free puzzles out there, we may create a puzzle library. (Committee to finalize prior to distribution) Constructive comments about the process are appreciated! Please share these to the (Event Committee or new Puzzel) channel.We can revisit the process before the next Quarterly Exchange Event.

Neighborhood puzzle etiquette:
1. Respect the puzzle in your possession!
2. Accidents happen… respect that it was an accident.
3. A few missing pieces is okay, please note on the sheet, in case someone is against that.
4. Try to pass on a puzzle in less than 30 days… unless it's a brutal one!
5. Have fun!

The (Event Committee or Puzzle) Channel on Pavilion can be used for future communication

Exchange process:
1. Quarterly Exchange date posted in Events and Puzzle Channels on Pavilion.
2. If you are contributing a puzzle, please print the second page of this document and attach it to the back of your puzzle Each puzzle should have this taped to the back. If you would like your puzzle returned eventually, please list your name as the "owner" with your hamlet or address. If you do not wish to see your puzzle in your closet again, then list it as belonging to "Olivette Community."
3. We will plan a 30 minute gathering (dates/location TBD) Bring your puzzles, as many as you wish, as hard or easy as you wish.   You can browse the puzzles and write your name in the queue on each box. The person at the top of the list (at the end of 30 min) takes the puzzle home. Stay and chat, finish your coffee!
4. Do the puzzle and pass it on to the next person on the list. Notes are not needed… but sometimes warranted.
5. Within a few days of the official Puzzle Quarterly Exchange, return the puzzle to the owner! Olivette puzzles can be brought to the next exchange. Owners, please check the queue listing and replace as needed.
6. If the queue was not completed, we can start the next cycle with the previous list if desired.

Puzzle Owner: _____

Anything we need to know: _____

Name:	Hamlet:	Notes

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