



# SETTING UP YOUR WAR ROOM

At Washington Express, we understand that scheduling your trial shipments and setting up your war room requires a great deal of planning. We want to make this process as easy and efficient as possible for you. That's why we've compiled some helpful tips to ensure a well-organized and timely process.



## PLAN THE TRANSPORTATION LOGISTICS

When preparing for an out of town trial, how do you plan on transporting your materials? Will you ship your documents ahead of time or make accommodations to carry them with you? If you choose to ship your materials, make sure your provider can handle the inventory. At Washington Express, we can handle both small and large items, and any IT equipment you need delivered. We'll pick up the items at your predetermined time and can provide expedited shipping if it's last minute.

## MAKE A VISIT

Have someone on your team pay a visit to the hotel or office space before the trial begins. Knowing your proximity to the courthouse and layout of the space will help you better prepare. Once you have, create a floor plan to ensure a quick and efficient set up of the room. You may need to work out arrangements for emptying trash and shredding documents so hotel staff does not have access to the trial materials.

## UNDERSTAND THE IT REQUIREMENTS

Check with hotel management to make sure your IT equipment is compatible with their tech systems. Determine how to set up internet connections and private lines, then coordinate with your IT team to make sure you have the proper equipment, power cords, etc.

## RESEARCH THE SURROUNDING AREA

Research local business to find the nearest copy center, postal services, staffing agency, and local eateries. Find out your transportation options beforehand to help save time.



## **ORGANIZE YOUR SHIPMENT**

Make sure all your boxes are well labeled and prioritized by importance, perhaps even color coded. If needed, make reservations with the hotel to use loading docks and freight elevators. Find out beforehand if a certificate of insurance will be required. It's also good to have a point of contact for any pick-up and delivery location.

## **CONTACT US**

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## **FINALIZE DETAILS**

Make sure all the correct reservations and arrival time of shipments are in place. You may also want to ship your own hand trucks. They will come in handy when moving boxes around the war room. Finally, organize a system for how documents will be filed and maintained throughout the week. It will make your time much less stressful when the document in question can be easily identified and pulled.

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