

The Private Wardrobe Office

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ESTABLISHING PROFESSIONAL STEWARDSHIP FOR THE PRIVATE WARDROBE

Documentation | Evidence | Preservation | Continuity

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GN 003 — Preparing a Wardrobe for Relocation

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Introduction

Relocating a wardrobe collection is a complex logistical exercise requiring careful planning, accurate documentation and controlled handling.

Whether moving between residences, countries or storage facilities, the objective is not simply to transport garments but to preserve the organisation, condition and continuity of the collection throughout the transition.
This guidance note outlines the principles for preparing a wardrobe collection for relocation while minimising risk and maintaining operational control.

Planning the Relocation

Preparation should begin well in advance of the move.

Planning should establish:
- Scope of the collection
- Destination requirements
- Relocation timetable
- Transport arrangements
- Installation requirements
- Roles and responsibilities

A structured relocation plan reduces disruption and supports an efficient transition.

Reviewing the Collection

Before packing begins, the collection should be reviewed to determine what is to be relocated.

The review should identify:
- Active wardrobe
- Archive collection
- Seasonal storage
- Objects requiring specialist transport
- Items requiring maintenance before relocation
- Objects unsuitable for transport

Relocation presents an opportunity to reassess the organisation of the collection before it is established in a new environment.

Documentation

An accurate inventory is essential before any object leaves its current location.

Documentation should confirm:
- Object identification
- Current location
- Destination
- Quantity
- Condition
- Packing reference
- Movement record

The inventory should represent the collection exactly as it exists before relocation.

Condition Assessment

Objects should be inspected before packing.

The assessment should identify:

- Existing wear
- Damage
- Structural concerns
- Conservation requirements
- Maintenance recommendations

Recording the condition of the collection before movement provides an important point of reference upon arrival.

Packing Preparation

Packing should reflect the construction and preservation requirements of each object.

Preparation may include:

- Selecting appropriate garment carriers and protective materials.
- Grouping objects by destination or wardrobe location.
- Separating fragile or heavily embellished garments.
- Supporting structured items during transport.
- Protecting accessories and footwear from compression.
- Clearly identifying each package.

Packing methods should preserve both the condition and organisation of the collection.

Transportation

Transportation arrangements should be proportionate to the significance of the collection.

Consideration should be given to:

- Transit duration
- Environmental conditions
- Security
- Handling requirements
- Specialist transport providers
- Insurance arrangements where applicable

Responsibility for the collection should remain clearly documented throughout the journey.

Arrival and Installation

Upon arrival, the collection should be installed systematically rather than unpacked indiscriminately.
Installation should include:

- Verification against the inventory
- Inspection following transport
- Placement according to the established collection structure
- Updating storage locations
- Re-establishing archive and seasonal storage
- Confirming environmental suitability

The organisation of the collection should be fully restored before normal use resumes.

Post-Relocation Review

Following installation, the collection should undergo a final review to confirm that the relocation has been completed successfully.

The review should verify:

- Inventory completeness
- Condition of all objects
- Documentation accuracy
- Storage arrangements
- Archive organisation
- Outstanding maintenance requirements

Any discrepancies should be recorded and resolved promptly.

Conclusion

A successful wardrobe relocation is measured not only by the safe arrival of garments but by the uninterrupted continuity of the collection. Careful preparation, comprehensive documentation and systematic installation ensure that the wardrobe remains organised, traceable and fully operational from one location to the next.
Relocation should be viewed as a managed transition within the life of the collection, preserving its integrity while preparing it for its next chapter.