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## **SPIRIT WEAR CHECKLIST**

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### **Making the Selection of Spirit Wear**

Choose a variety of items and selection of each item and colors to choose from for each item. An affordable range of prices is key to make sure everyone can have a piece of Spirit Wear.

### **Special T's**

Hart School sells Spirit Wear to raise money. Bringing new designs motivates buyers, students, and family members to want to own a new piece every year.

### **Choosing a Vendor**

You should consider reputation, convenience, and price.

Local vendors say they offer convenience and control over the product you've ordered because they're close at hand. Larger companies maintain that they provide more services, quick turnaround, and better

prices. But whether you choose a local printer or opt for a larger fundraising specialist, relationship plays an important role. “You’ve got to trust a vendor,” & “You’ve got to be able to pick up a phone and ask every question you want.”

## **Taking Orders**

There’s a debate over whether it’s better to take orders from samples or to prepay for a certain number of shirts in a variety of sizes and colors and hope to sell them all.

## **Buyer Beware**

As with any venture, it pays to ask questions, read the fine print, and know what you’re buying. Be aware of potential hidden charges, such as fees to make changes and higher prices for reorders. The charges may be legitimate; just be sure you know what you’re agreeing to, and don’t assume anything. Read the contract and make sure you get all your questions answered before you sign.

Be especially aware of art charges, as some companies charge as much as \$60 an hour for graphic design. There also may be a charge for screen changes as well as color separations. If you are charged for art, it should become your property. This affects the overall total for each item.

## **Make Sure You Know**

**Before you hire a Spirit Wear vendor, be sure to ask these questions:**

1. How long have you been in business?
2. Do you have references?
3. Do you provide graphic design support, or do we need to provide you with camera-ready art?
4. Are there charges for graphic work?
5. Is there a setup fee?

6. Are there charges if my design features more than one color?
7. Are there extra charges for large sizes, such as 2X and 3X?
8. Can I see the design before you print the item?
9. Are there charges for shipping and/or handling?
10. If I have a rush order, is there an extra charge?
11. Do you provide a customized order sheet, and is there a charge for that?
12. What is the turnaround time for an order?
13. Is a deposit required or can you bill us?
14. What is your policy if there is an error in printing?
15. Is there any additional charge to reorder?
16. Can you put it in writing?

## **Flyers & Preparation**

After you decide and approve what items to sell and colors, we put together images of the design and specify prices per item/size ( youth and adult sizes normally have different prices ). Work with the school secretary to approve the flyer and then proceed to printing.

- Prepare a flyer that can be used to send home to families and a poster for the school. If you are able to translate to Spanish or have a friend that can help that is always good too, not necessary but useful. You can copy a 2 sided flyer, one side English, one side Spanish. Everyone gets a Spirit Wear flyer to take home. Make sure to ask for the total number of students that school year.

## **Collection of Money**

There is a deadline before which orders can be placed. Make sure to collect money daily or weekly until the deadline. Once all money has been collected, put together an excel sheet to organize the orders and share the master list with your vendor to place the order for printing.

## **Place the Order to Vendor**

Once all orders are turned in, this is the most important step where you would need to create a master total of each item/size/color for the vendor to work on. If you have more than one vendor, you would have to contact each company and contact person and place the order via email or phone. You will need to pay the invoice once the order is placed and arrange with the Hart treasurer if you need to get reimbursed or if the PTO school will write a check.

## **Hand the Spirit Wear Order to Students**

This is the most fun part! Spirit Wear is IN and ready to be distributed. You need to bring the existing forms that students fill in when they place the orders and you match the t-shirts, sweatshirts or sweatpants with each student's order. You are expected to hand items to each teacher so students can take them home and use them the next day!!