

## **C6 T-SHIRTS**

### **OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES**

#### C6 T-Shirt Committee Chairpersons

At the moment we need 2: a T-Shirt Warehouse who orders shirts, picks them up, stores them, and delivers them to festival, and a T-Shirt Sales Coordinator who is in charge of the sales table at the festival.

#### **A. T-SHIRT WAREHOUSER**

##### **Pre-Festival:**

1. Order shirts and whatever else we might be selling
2. Pick up order
3. Package pre-orders

##### **Festival day:**

1. Deliver packaged pre-orders, shirts, pins, and anything else for sale to the festival—if possible, to the sales table

##### **Post festival:**

1. Get what's left
2. Inventory what's left
3. Send the inventory to the DTASC board

#### **B. T-SHIRT SALES COORDINATOR**

##### **Pre-Festival:**

1. Print out sales instructions (page C6-3) and report forms (pages C6-4 and C6-5).

##### **Festival day:**

1. Bring printed instructions and forms to festival
2. Get the cash box and start-up money from the DTASC treasurer
3. Set up sales table
4. Put a t-shirt out on display so people will see it
5. Inventory items for sale
6. Sell shirts, pins, etc.
7. During the day, send excess cash and checks to the DTASC treasurer with a reliable messenger
8. If the table is being manned by various people in 2-hour shifts or something like that, instruct each group on procedures when it's their turn; check up on them regularly
9. At the end of the day, pack up the shirts etc. and deliver the cash box, money and checks, information about problems, and any inventory sheets to DTASC treasurer
10. Remind the designated person to collect the remaining shirts etc at the end of the day for transportation to the Warehouse.

##### **Post festival:**

1. None

# T-SHIRT SALES TABLE

Setting up the table? Get the cash box (envelopes and clips inside), an envelope of change from DTASC Treasurer Lynn Lanning at the registration table, a clipboard with several copies of the “DTASC Sales & Inventory List,” a copy of the “T-Shirt Sales Protocol,” and a pen. You might also bring a marker and paper for pricing signage.

1. Set up, initially, in a high-traffic area – move later if it’s in full sun.
2. Display one shirt of each type fully unfolded so people can see it.
3. Have folded shirts organized by size on the table before you. (Don’t turn your back on the table to find the size you need for a sale.)
4. Keep restocking the shirts on the table as they sell.
5. If pins are available, have a few displayed so people will see and buy them.
6. Make a sign about prices (see note below) for the salespeople as well as customers.
7. Make sure all salespeople know the protocol for selling. If possible, record sales on the “Sales and Inventory List.” (See C6-3; have several copies of this document)
8. Someone must be at the t-shirt table all day, taking care of the cash and ensuring that shirts don’t just walk away.
  - If you’re on the table alone and need a break, corral a DTASC officer or someone you know to fill in for you temporarily.
  - If your turn is over and no one has come to replace you, do NOT abandon the table. A DTASC officer will come by on patrol at some point and can solve the problem.
9. If any shirts get damaged, put them to one side with a note explaining what happened. Those shirts get packed separately at the end of the day, and delivered separately to Lynn Lanning in Tabs, with the note explaining what happened to them.
10. Sell all the t-shirts you possibly can.

If the t-shirt table will not be open after the Awards Assembly, post a notice of the closing time, so students will know the deadline for buying shirts. Also, take note of anything students ask for that we’re not selling, and tell Lynn for next time.

**MONEY:** Use the envelopes and paper clips that came with the cash box to organize and bundle large bills, checks, and excess small bills. Deliver safely to Lynn Lanning in Tabs.

At the end of the day, t-shirts get packed into the blue tubs, preferably by size.

- The cash box, all cash, Inventory List, and checks must all go to Lynn Lanning in Tabs.
- Tubs of t-shirts and pins also go to Lynn in Tabs unless she directs you otherwise.

The cart for transporting them will be in Tabs.

## **NORMAL PRICES:**

\$15 for this year’s shirts

\$10 for last year’s shirts (actually the range is \$8–\$12, depending on the shirt)

Please sell as much as you possibly can.

If you take checks from non-DTASC personnel, please get phone numbers on the checks.

# T-SHIRT SELLERS' PROTOCOL

If a check is written please indicate next to "Total sale" by writing a check mark or X.

Also, please make sure that the check writer writes the name of the school he/she is with on the check.

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## Money pick-up

T-shirt salesperson \_\_\_\_\_ gave an envelope of money, marked "T-Shirts," to DTASC Officer,

\_\_\_\_\_ at (time) \_\_\_\_\_

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## T-shirt losses or damages report

Date \_\_\_\_\_ Style of shirt \_\_\_\_\_

Number of shirts lost or damaged \_\_\_\_\_

\_\_\_\_\_ is reporting the loss or damage of t-shirts.

Explanation of loss or damages \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return damaged shirts with form to the DTASC Treasurer.

## DTASC T-Shirts Sales and Inventory List

Beginning Inventory \_\_\_\_\_ Counted by \_\_\_\_\_

Salesperson(s) \_\_\_\_\_

Today's date \_\_\_\_\_ T-Shirt style \_\_\_\_\_

Youth Large \_\_\_\_\_ Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_

X-Large \_\_\_\_\_ XX-Large \_\_\_\_\_ XXX-Large \_\_\_\_\_ Coach \_\_\_\_\_

Beginning total money \_\_\_\_\_

| Buyer's school | Number and size sold | Total sale | if check |
|----------------|----------------------|------------|----------|
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
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| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |
| _____          | _____                | _____      | _____    |

# T-SHIRT ORDER FORM

Director's Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALL PRE-ORDERED SHIRTS ARE \$12.00.** They will be sold at Festival for \$15.00.

| Size        | # ordered | COACH shirts  |
|-------------|-----------|---------------|
| Youth Large |           | not available |
| Small       |           |               |
| Medium      |           |               |
| Large       |           |               |
| X-Large     |           |               |
| XX-Large    |           |               |
| XXX-Large   |           |               |

\_\_\_\_\_ x \$12.00 = \$ \_\_\_\_\_  
Number of shirts ordered

This order form along with your check or money order made out to DTASC must be postmarked no later than the registration deadline. Mail to:

**Lynn Lanning  
DTASC Treasurer  
510 Naranja Drive  
Glendale, CA 91206**

**Your shirts may be picked up at the T-Shirt Table on the day of the Festival.**

# Design a DTASC T-Shirt

Preferably something that's good for more than one festival.

Who do you know that's creative?

Yourself? A student? A colleague? A friend or family member?

Get them to submit a design.

## REQUIREMENTS:

- Design must be **related to drama in general (not movies)**
- Design must be **visually interesting**
- Design may be **humorous or serious**
- Must include **DTASC Fall Festival** somewhere (but it can be small or used creatively; need not be prominent)
- Submission must be created as letter-size page **in black and white only — NO COLOR**
- Design should be roughly square and at least 300 pixels by 300 pixels — larger is better.
- Scans of hand drawn pieces are acceptable. Scans need to be 300 or 600 dpi.
- Design must be sent as a **pdf, jpg, png or tiff.**
- Must be accompanied by a disclaimer that it is the designer's original work (*use form on next page*), including the following statement:

I certify that this design is my original work. I have not used clip art nor have I gotten any artwork from the internet to use in my design. I certify that this design is not subject to copyright by any other person or organization.

If my work is selected as the winning design, I understand that it becomes the property of DTASC to reprint as often as they wish, with no remuneration to me.

- Must have name of designer, name of drama teacher, and contact information for designer.

## DEADLINE:

Designs must be emailed to [dtasc.org@gmail.com](mailto:dtasc.org@gmail.com) by \_\_\_\_\_.

## LEGALESE:

- Designs will not be returned unless the designer is present on the day voting takes place and reclaims his/her design.
- The winning design becomes the property of DTASC, who shall have the right to reproduce it as often as we choose.
- **DESIGNER GUARANTEES THAT THE DESIGN SUBMITTED IS HIS/HER OWN WORK AND IS NOT SUBJECT TO COPYRIGHT BY ANY OTHER PERSON OR ORGANIZATION.**
- The winning designer will receive a plaque and a t-shirt, and be named in the Fall Festival program whenever the design is used for the current t-shirt.

DTASC T-Shirt Design Contest

Name \_\_\_\_\_

Contact information: (email or phone) \_\_\_\_\_

Submitted via:  
Drama Teacher \_\_\_\_\_

School \_\_\_\_\_

I certify that this design is my original work. I have not used clip art nor have I gotten any art-work from the internet to use in my design. I certify that this design is not subject to copyright by any other person or organization.

If my work is selected as the winning design, I understand that it becomes the property of DTASC to reprint as often as they wish, with no remuneration to me.

Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

# DTASC needs a new design for Shakespeare T-Shirts!

Preferably something that's good for more than one festival.

Who do you know that's creative?

Yourself? A student? A colleague? A friend or family member?

Get them to submit a design.

## REQUIREMENTS:

- Design must be **connected with Shakespeare**
- Design must be **visually interesting**
- Design may be **humorous or serious**
- Must include **DTASC Shakespeare Festival** somewhere (but it can be small or used creatively; need not be prominent)
- Submission must be created as letter-size page **in black and white only — NO COLOR**
- Design should be roughly square and at least 300 pixels by 300 pixels — larger is better.
- Scans of hand drawn pieces are acceptable. Scans need to be 300 or 600 dpi.
- Design must be sent as a **pdf, jpg, png or tiff**.
- Must be accompanied by a disclaimer that it is the designer's original work, including the following statement (use form on page C6-8):

I certify that this design is my original work. I have not used clip art nor have I gotten any artwork from the internet to use in my design. I certify that this design is not subject to copyright by any other person or organization.

If my work is selected as the winning design, I understand that it becomes the property of DTASC to reprint as often as they wish, with no remuneration to me.

- Must have name of designer, name of drama teacher, and contact information for designer.

## DEADLINE:

Designs must be emailed to [dtasc.org@gmail.com](mailto:dtasc.org@gmail.com) by \_\_\_\_\_.

## LEGALESE:

- Designs will not be returned unless the designer is present on the day voting takes place and reclaims his/her design.
- The winning design becomes the property of DTASC, who shall have the right to reproduce it as often as we choose.
- **DESIGNER GUARANTEES THAT THE DESIGN SUBMITTED IS HIS/HER OWN WORK AND IS NOT SUBJECT TO COPYRIGHT BY ANY OTHER PERSON OR ORGANIZATION.**
- The winning designer will receive a plaque and a t-shirt, and be named in the Shakespeare Festival program whenever the design is used for the current t-shirt.