C6 T-Shirts

Overview of Festival Committee Chair Responsibilities

C6 T-Shirt Committee Chairpersons

At the moment we need 2: a T-Shirt Warehouser 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 Warehouser.

Post festival:
1. None

T-Shirt Sales Table Instructions

1. Setting up the table? Get the cash box and envelope of change from DTASC Treasurer Lynn Lanning at the registration table.
2. Set up in a high-traffic area – move later if it's in full sun then.
3. Display one shirt of each type fully unfolded so people can see it.
4. Have folded shirts in all available sizes organized by size on the table – don't turn your back on the table to find the size you need for a sale.
5. Keep restocking the shirts on the table as they sell.
6. Have a few pins out so people will buy them. Pins are usually in a kitty litter container that has a lid and handle.
7. Make a sign about prices, or at least a list of prices for the salespeople.
8. Make sure salespeople know what the procedures are.
9. 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.
10. 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.
11. MONEY: There were envelopes and paper clips with the cash and cash box in the morning. Use those to bundle large bills, checks, excess small bills. Deliver to Lynn Lanning in Tabs by one of the extra people at the t-shirt table or by a DTASC officer.
12. 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 closing time, so students know the deadline for buying shirts.
13. Make note of anything students ask for that we're not selling, and tell Lynn for next time.
14. At the end of the day, t-shirts get packed into the blue tubs, preferably by size.
    - The cash box and all cash and checks go to Lynn Lanning in Tabs.
    - The tubs of t-shirts and pins also go to her in Tabs unless she directs you otherwise – she has a collapsible cart for transporting t-shirt tubs.

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 Sales directions:

Any time a new t-shirt salesperson manages the table, he/she should count the starting inventory and money balance, and begin a new Inventory list.

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.

Money pick-up

T-shirt salesperson _____gave DTASC Officer,

_____ _____

_____ total money.

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 _____

Today's date _____ T-Shirt style _____

x-small _____ small_____medium_____ large_____ x-large_____

Beginning total money _____

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

Page_____

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
Small		
Medium		
Large		
X-Large		
XX-Large		
XXX-Large		not available

_____ 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** 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 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.

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 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** 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.