

C6 T-SHIRTS

T-Shirts

PRE-Festival

At Planning Meeting sign up at least two others for your committee

Order t-shirts ASAP—Bill Treasurer

Base # on past orders OR order approximately 1/3 of estimated number of entrants

Base size on what is popular

[1999-2000 order was Fall- 50XL 150L 200M 200S

Shakespeare-25XL 125L 150M 150S]

Design and choose color.

NOTE: The Fall design has stayed the same for several years, but in different colors. The plan is to have it in 6 different color combinations, and to rotate them every 6 years.

Have order sent to host school OR to you IF you have a truck to transport them to festival, which would allow you to pre-bag them

Arrange with Treasurer to send list of preordered t-shirts, and to have petty cash on the morning of festival

DAY OF Festival

Start with petty cash (approximately \$100) from Treasurer

Set up t-shirt sales area (there is a banner)

Check inventory to make sure it matches order; set up inventory forms

Bag preordered t-shirts and have ready for schools by 9am

Sign up committee members for time slots to sell throughout the day

Mark down every sale

At the end of the day

Re-inventory t-shirts

Count cash

Turn cash and inventory forms in to Treasurer

If you are the first of the two Fall or Shakespeare Festivals, you are in charge of delivering the rest of the t-shirts to the next t-shirt committee chair. If you are the second of the two Fall or Shakespeare Festivals, you deliver the remaining t-shirts to the person storing them.

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.

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		
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.