

## **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).

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

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

## 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 way 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 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 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

\$8 for last year's shirts

\$2 for the cream-colored Shakespeare shirts

\$2 per pin (if someone is buying 20 or more pins at one time, \$1 each)

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.

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**Money pick-up**

T-shirt salesperson \_\_\_\_\_ gave DTASC Officer,

\_\_\_\_\_

\_\_\_\_\_ total money.

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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.



# 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.**