

# SHIRTS AND PROMOTIONAL ITEMS

**FOR SANCTIONED EVENTS ONLY.** Shirts and other promotional items can be designed for you at no charge and sent to the print vendor of your choice. Designs can be prepared for embroidery, pins, or screen print. Promotional products should be used to increase revenue for the event.

**USING THE STATE OFFICE RESOURCES** We have vendors that we use for screen printing, pins and embroidery on a regular basis. They provide us prompt, quality service at competitive prices. If you choose to utilize our resources, you will need to provide the state office with a request form. We will take care of creating your art, quotes, preparing your order, getting it approved by your director, placing the order, checking the bill for accuracy, settling any discrepancies with the vendor and billing. If you go through the state office for your order, we will pay the printer on your behalf and then send you a bill for the amount that you will need to reimburse to the State Office. The due date for your bill will be set at 45 days unless other arrangements have been made. Do not pay for your order until you receive a bill.

**USING YOUR OWN RESOURCES** You may choose to utilize our resources for your artwork, but want to send your art to a different printing company. When sending your art to a different vendor, you will be responsible for obtaining your quotes, processing your order and vendor payment. There may be artwork limitations due to the printer you have chosen and the equipment/software that they use. To avoid problems, provide any requirements your printer may have before your artwork is started. *DO NOT SEND LOW RESOLUTION JPG's TO YOUR PRINTER AS FINAL ART.*

**REQUESTING SHIRTS AND PROMOTIONAL ITEMS** Only one design will be created per event (some exceptions may apply). Requests for specific custom artwork may take additional time or be declined due to complexity or inadequate time frames. Most projects take less time than what is listed below. Call the state office with your request information to find out details more specific to your project and to pre-schedule your project. Projects that have been pre-scheduled will receive priority.

**T-shirts** requests for a standard shirt design should be received 6 weeks prior to the date you need your t-shirts. Once an order is sent to the vendor, the average turnaround time is 10 business days.

**Embroidery** requests for a standard patch design should be received 4 weeks prior to the date you need embroidery.

**Pins** requests for a standard pin design should be received 12 weeks prior to the date you need your pins. Pins generally have a long production time and can have high minimum quantities requirements.

**ARTWORK** We can not use any artwork you provide without a signed artist agreement (available at ABATEonline.org and in your seminar binder). Requests for specific custom artwork may take additional time or be declined due to complexity or inadequate time frames. If you send a flyer request, asking for your shirt art to be used on the flyer, your flyer request will be held until a shirt request as been received and your shirt art is completed.

**APPROVALS** Orders will not be placed without written approval from the region director via mail, fax or email. We will obtain those approvals for you. Further approvals from other officers may be required if requested by the region director.

## REQUEST FORMS

- ♦ Printed forms can be found in your ABATE guidebook or your seminar binder.
- ♦ Digital forms can be found on the ABATE website at ABATEonline.org. Go to the "About" tab and then "Officer Forms". A form can also be emailed to you upon request.
- ♦ If you do not use a request form, you will need to include all necessary information in your request. We recommend using a form as a guide for the information to provide. If you are unable to send all of the necessary information, you will be asked to submit a completed request form.

**SEND REQUESTS TO** the state office. Email [art@abateonline.org](mailto:art@abateonline.org). Fax (317) 422-8373, Attn Art Dept. Mail to ABATE of Indiana, Attn Art Dept., PO Box 665, Bargersville, IN 46106. Please call the office if you have not received a response to your request within one week. Requests in most cases will not be taken over the phone. Information not given in writing is given at your own risk. You will be responsible for mistakes on any requests, information or approvals not given in writing.



- 1) Product will be created for sanctioned events only.
- 2) Artwork must be requested 4-12 weeks before you need the order. In most cases, 6 weeks is needed for screen print, 4 weeks for embroidery and 12 weeks for pins.
- 3) Artwork is finished in the order received. However priority will be given to requests that have pre-scheduled their time or do not require special illustrations.
- 4) Only one design will be created per request. Additional designs will only be created after all other event requests have been fulfilled.

## Requested by

Region/County

Name

Phone

Email

Event name
Theme or type of event
Date
What information (text/art) do you want included in the design? Examples: annual, date, slogan, logo.
How many colors do you want used in your design (if known)
Type of product requested <input type="checkbox"/> T-shirt <input type="checkbox"/> Pin <input type="checkbox"/> Patch <input type="checkbox"/> Other (specify) Type of process requested <input type="checkbox"/> Screen print <input type="checkbox"/> Embroidery <input type="checkbox"/> Cloisonné <input type="checkbox"/> Other (specify)
Do you need a specific color of shirt/product
Where would you like your artwork (front, back, pocket, right sleeve)
Will you have sponsors for your garment? If yes, what is the location of your sponsors (front, back, pocket, right sleeve).
When would you like to receive your order (specify a date)
Who would you like your order shipped to (name, street address and phone)
Will you be using one of our vendors or your own?
Miscellaneous information
Approximately how many shirts/product will you be ordering?
If an approximate number is not known, will the quantity be less than 100?

Send requests to the state office. Email [art@abateonline.org](mailto:art@abateonline.org). Fax 317-422-8373, Attn Art Dept. Mail to ABATE of Indiana, Inc., Attn Art Dept., PO Box 665, Bargersville, IN 46106. Please call the office if you have not received a response to your request within one week. Requests will not be taken over the phone. You will be responsible for mistakes on any requests, information or approvals not given in writing. Information not given in writing is given at your own risk.