

# Player Pack Gear and Use of School Logo

Player pack designed items and use of any and all school logos should be approved by the athletic office and the marketing and communications office. The athletic office will work with the marketing and communications office to ensure logo approval. Any productions not approved will be pulled, and the cost may be the responsibility of the coach.

## **Steps to Ordering Player Pack Items:**

Begin three months prior to start of a season.

*Fall* - Begin in April

*Winter* - Begin in July

*Spring* - Begin in November

1. Varsity coach meets with athletics/marketing and communications to determine logos/look/potential items wanted in player packs for all levels (high school/JV/middle school). All artwork **MUST** be approved through marketing and communications prior to being sent to vendor.

1. All artwork **MUST** be approved through marketing prior to being sent to vendor. Proofs must be reviewed by marketing before printing of apparel.
2. All artwork and proofs created by vendor **MUST** also be approved through the marketing department before print approval is given.

2. Based on apparel wants, a vendor will then be selected. We have pre-determined vendors in place approved by the business office.

3. Meet with vendor/representative from athletics department/purchasing specialist.

1. Determine what items/color etc. will be ordered.
2. Work with vendor on availability/stock of item, in case inventory is low.

4. Once items have been picked out, vendor will send a quote so we have an idea of how much each player pack will be. (cost will not be determined until after ordering as shipping/decoration/meals/etc. still has to be factored in.)

## **AFTER TEAMS HAVE BEEN SELECTED, WHEN POSSIBLE:**

5. Form will be sent to parents to fill out to determine sizes that need to be ordered.

6. Once sizes have been collected, they will be sent to the vendor.

7. Vendor will then send a full quote to the athletic department, where athletic department will process the order. ALL orders must be processed through the athletic department.

---

Revision #3

Created 17 June 2021 17:17:09 by Admin

Updated 12 July 2021 01:18:07 by Admin