THINGS TO REMEMBER ABOUT ORDERING APPAREL & PROMOTIONAL PRODUCTS

All apparel and print and promotional items ordered by Cockrell School of Engineering (CSE) student organizations require prior approval of the CSE Engineering Student Life Office (ESL).

DECISION: It is key to designate one person to be responsible for making decisions. Indecision can cause mistakes and delay the process.

WHO CREATES THE DESIGN? You can bring in your own art, choose a design out of a portfolio or you can leave it up to the company’s professional artists to create a design for you. Describe in as much detail as possible what you would like the design to look like, and their art department will turn your ideas into great looking designs. Remember that there will probably be costs associated with this. A film and screen is required for every color and location, so the more colors and locations the higher the cost. All designs MUST be approved by the ESL PRIOR to ordering and printing.

UNIVERSITY OF TEXAS AT AUSTIN TRADEMARK APPROVAL: Only officially sponsored UT Austin organizations can have a design that includes trademarks from the University of Texas at Austin, and Trademark and Licensing Department approval is required (more info below).

SENDING ART: When submitting art, original art files are preferred, and can be sent by e-mail or delivered on a CD or USB memory drive. Check the company’s website or with your sales agent to see what file types are usable. Please outline text in vector files, and double check spelling and other details very carefully.

TYPE OF PRODUCT & PRICING: Pricing depends on the product, color and quantity you purchase. White shirts with one color print are the least expensive shirts. Name brands include Gildan, Jerzees, Hanes, American Apparel, Columbia, Outdoor Cap, Anvil and more. Average t-shirt weights are 5.5 oz and 6.1 oz for 100% cotton.

PRODUCTION TIME: Production time depends on the product you are using and the time of year. After art is approved, screen printing can take from 3 to 10 business days and embroidery from 5 to 10 depending on the arrival of the products ordered. Promotional products can take approximately 7 to 21 business days after art approval.

PROCESS

SUBMITTING YOUR DESIGN & APPROVAL

You may submit your artwork for approval to Glynda Groth-Putnam, ESL Director, one of two ways: via e-mail or by appointment.

1) If submitting your design via e-mail to Glynda, ggroth@mail.utexas.edu, please include the following:
• Artwork: Include colors to be used and what type of product the artwork will be used on (t-shirt, banner, business cards, etc.). Only officially UT Austin sponsored organizations may use the identifying trademarks of the University (see below).

• Phone number of responsible contact person and best times to call.

2) You may set up an appointment with Glynda in the ESL office, ECJ 1.224, to discuss your design. This is usually the fastest way to process your request.

If your artwork is not using any University trademarks, then once you receive approval from Glynda of your artwork then you are free to have your item produced using an approved vendor.

If your artwork is using a University trademark, CSE student organizations must have ESL approval before it can be submitted to the Trademarks office for licensing approval. The approval form can be found at www.utexas.edu/trademarks (click on “Cockrell School Internal Request Form”). This completed form should be submitted to Glynda with the artwork. She can send it and your artwork to Trademarks for you. The approval process once it goes to Trademarks can take from 2 days to a week or more depending on the time of year. If time is critical, note the event date on top of the form. Trademarks will then fax the approval to the approved vendor and you will be notified.

NOTE: The use of corporate logos by student organizations is prohibited by University rules. Outside supporters can use their company name in text after the words, “With Special Thanks to…” or “Supported by…”

A list of UT Austin approved vendors is available on the ESL website:
http://www.engr.utexas.edu/studentlife/resources

PAYMENT

The University generally uses 2 forms of payment:

• A Pro-Card is a UT Austin credit card and can be used with approved vendors only. Use of the Pro-Card requires approval by ESL PRIOR to ordering. If payment is made by Pro-Card, ESL requires a receipt. Check with ESL for more details.

• A PO (purchase order) is a promise from the University to pay. In order for the accounting department to know that you have received the goods and payment processed, a signed invoice must be submitted to ESL.

NOTE: CSE student organizations MUST have sufficient funds in their accounts to cover any expenses PRIOR to ordering. Gift money (30 account) cannot be used to purchase items for re-sale. Discuss payment with ESL staff BEFORE ordering!