

T-shirt/Sweatshirt Approval Form
Office of Student Activities and Leadership Development
Meredith College

Please Note:

Your T-shirt or sweatshirt design must be approved before it is sold and printed. All copyright laws apply. You must either use a true original drawing (not a re-drawing of a well-known graphic) or obtain a license from the company/publisher of the graphic you want to use.

1. Name of Student Organization: _____

2. Student Contact Name: _____

3. Phone Number: _____ **Address:** _____

4. Who will be able to purchase the __T-shirt __sweatshirt?

- All Meredith students
- Specific Class: Freshman, Sophomore, Junior, Senior, 23+
- Student organization members only
- Other _____

5. Approximate dates T-shirts/sweatshirts will be sold: _____

6. Description of the T-shirt/sweatshirt:

- a. Please list the entire wording that will appear on the T-shirt/sweatshirt (front & back).
- b. Please provide a copy of the design or provide a sketch below (front & back).

7. Vendor Information

Vendor's Name: _____

Phone Number: _____

Price Quote/or attach quote sheet (include set-up fees, art charges, etc.):

Amount shirts will be sold for: _____

Date shirts will be ready: _____

Contact Person Signature:

Date: _____

**Assistant Director of Student
Activities and Leadership
Development Signature/Date:**

**Residence Director
Signature/Date:**
(if a residence hall T-shirt)
