

# THE T-SHIRT MAKING PROCESS

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## SUBMIT A CREATIVE REQUEST

Creative Requests are available online @ [asi.cpp.edu/services/marketing-design-pr](http://asi.cpp.edu/services/marketing-design-pr) and also in person at the MDPR office located on the second floor of the Bronco Student Center, room 2002.

### *Include...*



#### QUANTITY

The most important piece of information is the quantity of shirts. Include the quantity of each t-shirt size.



#### SIZE

T-shirt Sizes XS to XXL share a similar cost and larger sizes require an additional cost. T-shirt sizes are available in unisex and female.



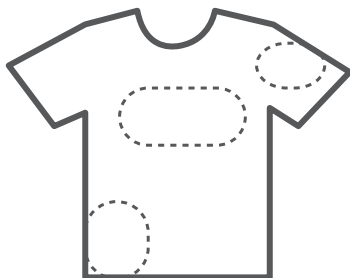
#### T-SHIRT COLOR

T-shirt Color selection can vary based on the brand. Our most popular brands that you can choose from are **American Apparel** (more \$) and **Gildan** (less \$). We can also print on shirts that you provide.



#### INK COLOR

Ink Color selection consists of the basics but also includes some metallic colors. More colors = More \$. Dark t-shirt colors require extra ink (basecoat + specified ink color).



#### LOCATION

Locations available for print include:

| <i>Front</i>   | <i>Back</i>             | <i>Sleeve</i> |
|--|-------------------------|---------------|
| top<br>center<br>bottom<br>left chest<br>right chest | top<br>center<br>bottom | left<br>right |

Artwork can be placed within an inch of any of the garments edges but not flush with them. More locations = More \$.



## 2 T-SHIRT ARTWORK

### WHO IS DESIGNING THE ARTWORK?



*You*

Please provide the digital artwork as an **.Eps** or **.Ai** file format.



*Marketing, Design  
and Public Relations*

Once the quote is approved we will begin work right away and the client will be contacted by the designer assigned to the project.

A designer will contact the client once the t-shirts have arrived. The client can then pick up the t-shirts at the MDP&R office and sign out for them.