



School Spiritwear Launch Kit

Plan products, communication, order deadlines, proof approval, and distribution with reusable school-ready templates.

1. Program setup

School / group	
Organizer	
Sale purpose	
Order opens	
Order closes	
Pickup or shipping plan	

Product plan

Product	Colour	Youth sizes	Adult sizes	Print locations

Launch checklist

- ☐ Confirm products, colours, size ranges, artwork, and print locations.
- ☐ Decide whether orders are prepaid and who handles questions or corrections.
- ☐ Publish one closing date and one official ordering link or method.
- ☐ Explain whether orders are picked up at school, shipped, or distributed another way.

2. Announcement template

Copy, edit, and share this message through the school's approved communication channels.

School spiritwear is now available!

Our current collection includes: [PRODUCTS]. Orders are open from [OPEN DATE] through [CLOSE DATE]. Review the garment details and size charts before ordering.

Order here: [LINK]

Pickup or shipping: [METHOD AND EXPECTED PLAN]

Questions: [CONTACT NAME AND EMAIL]

Please place orders before the closing date. Product availability, final production timing, and distribution details will be confirmed for the actual program.

Communication schedule

Launch announcement	
Mid-sale reminder	
Final reminder	
Order closed notice	
Pickup notice	

Message notes

3. Closing-soon reminder

Spiritwear orders close on [DATE].

If you plan to order, please complete it through [LINK] before the deadline. Check the product details, garment colour, and size chart carefully before submitting.

Questions or corrections must be sent to [CONTACT] before the order closes. Late additions may not be possible once the final order enters review and production.

4. Pickup notice

Your spiritwear order is ready for pickup.

Pickup location: [LOCATION]

Pickup dates and times: [DATES / HOURS]

What to bring: [ORDER NAME, CONFIRMATION, OR OTHER REQUIREMENT]

Unclaimed order plan: [INSTRUCTIONS]

Please check the order contents at pickup and report any issue to [CONTACT] using [CONTACT METHOD].

Distribution contacts

Lead organizer	
Backup contact	
Pickup location contact	
Unclaimed orders contact	

5. Final order and distribution checklist

- ☐ Export one final customer order list and stop accepting changes in other channels.
- ☐ Verify product, colour, size, quantity, personalization, and contact details for every order.
- ☐ Confirm the final customer count and garment count.
- ☐ Approve the production proof before printing begins.
- ☐ Choose a sorting method: customer, student, classroom, team, or order number.
- ☐ Prepare labels, pickup instructions, and a process for unclaimed orders.

Distribution plan

Expected completion	
Sorting method	
Pickup location	
Pickup window	
Issue reporting process	
Unclaimed order plan	

Final notes
