



# Spiritwear & Fundraiser Planning Checklist

Plan a preorder-based clothing campaign with clearer products, sizes, deadlines, approvals, and distribution.

## Before announcing the sale

- ☐ Choose a small, clear product list.
- ☐ Confirm youth, adult, and extended size availability for each exact garment.
- ☐ Approve the artwork, garment colours, and every print location.
- ☐ Set an order closing date and a realistic pickup or shipping plan.
- ☐ Decide who handles customer questions and order corrections.

## Order window

|                          |  |
|--------------------------|--|
| Order opens              |  |
| Order closes             |  |
| Organizer                |  |
| Pickup / shipping method |  |
| Fundraising purpose      |  |

## Products

| Product | Colour | Youth sizes | Adult sizes | Print locations |
|---------|--------|-------------|-------------|-----------------|
|         |        |             |             |                 |
|         |        |             |             |                 |
|         |        |             |             |                 |

## Before production

- ☐ Export one final order list and stop collecting changes in multiple places.
- ☐ Check every customer name, product, colour, size, quantity, and personalization detail.
- ☐ Separate youth and adult sizes clearly.
- ☐ Confirm the final count matches the collected payments or approved order total.
- ☐ Approve the final proof before production begins.

## Distribution plan

|                     |  |
|---------------------|--|
| Expected completion |  |
| Sorting method      |  |
| Pickup location     |  |
| Pickup contact      |  |
| Unclaimed orders    |  |

## Notes

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