

Screen Printing Production Plan

See <http://asups.ups.edu/services/screenprinting/default.aspx>

Group Name:

Primary Contact:

E-mail:

Title:

Phone:

Step I: Find a Date Contact the SDC Coordinators at diversitycenter@ups.edu, x4044

Be sure to e-mail the Coordinators your design, along with the # of shirts you will be making, how many colors will be used and how many people will be present to help with the shirts. You need at least 2 people at all times.

Proposed Date & Time:

Signature of SDC Coordinator: _____
(Or Attach E-mail)

Step II: Plan your Production

Contact the ASUPS Director of Public Relations at asupsdpr@ups.edu, x3454 or in WSC 205

Projected number of shirts _____ x\$1.00 = _____
Projected number of screens _____ x\$6.00 = _____
(one screen/color)

Cash

Check

Account # _____

Received: _____

Total Cost = _____

Signature of ASUPS DPR Date

____ Attached Design Approval (ASUPS Director of Public Relations Initial)

Step III: Make your shirts

Visit the attic of the Student Diversity Center at 3211 N 15th. Don't forget your materials.

(This section to be filled out by SDC Coordinator)

Checked in: (date/time)

Any Damage to Equipment?

Checked out: (date/time)

(If yes, describe)

Actual Shirts Made:

Actual Screens Used:

Additional Charge? (y/n) Amount: _____

Signature of SDC Coordinator: _____

Verifies production numbers and proper use of materials

TERMS OF USE

By signing this form I agree to the following:

*I have read and understand all rules, regulations, and procedures for using the Screen Printing Machine and agree to follow them.

*I accept responsibility for any and all damage caused to the machine while being used by my club/organization/self.

*I agree to stay within the allotted time and production capacities quoted herein.

Signed: _____
Representative

On Behalf of: _____
Group

Date: _____