

CURTIN STUDENT GUILD

\$750 Club Merchandise Grant Guidelines

About the Grant

The Club Merchandise Grant is open to all clubs who have successfully registered with the Guild for the year in which the grant is being sought. This grant is strictly for use via Curtin Concept's online club store, and includes merchandise such as club T-shirts, caps, hoodies, mugs, and more. Your chosen item/s will be branded with your club's logo. On apparel items, a small Guild logo will also be added (at no cost to you) – this is a requirement of using this grant. Merchandise can be claimed up to a total value of **\$750.00**.

This grant can only be used *once* within the calendar year of registration, meaning that **any amount not spent in a single transaction cannot be redeemed at a later point in time.**

Logo Approval

Your proposed logo and/or image must be sent to the Clubs Officer via email for approval, prior to your unique merchandise code being provided to you. The Clubs Officer will check that your logo meets format requirements (for merch production purposes), and also that it does not breach any University/Guild standards.

Logos should be sent to the Clubs Officer at clubs@guild.curtin.edu.au. Please allow up to one week for your logo to be reviewed.

Logo Requirements

We need your logos in the best quality possible so that we can make your merch as quickly and as awesomely as possible. If you don't know how to create a logo in the correct format and of suitable quality, you'll need to find a friend who can, or consider paying a graphic designer (or design student) to help you out. A good quality logo will last your club for years to come, so it's worth doing right. (Don't forget that you can apply for club sponsorship funding towards graphic design costs.)

You are only permitted to add one club logo to your custom merchandise, in a maximum of two colours. Additional colours will incur a set-up fee of \$40, and additional printing cost of \$1.50 per garment.

Minimum Specifications

- **File format:** High-res PNG, with an added high res JPG also to be provided.
- **Resolution:** 300dpi *minimum*.
- **Size:** The logo should be as big or bigger than you want printed on the item. It's easier to scale down than up.
- **What won't work:** Any image below 300dpi, Microsoft Word documents, .PDFs. (For the purposes of comparison, printing quality files are 300dpi, website images are 72dpi.)

Hot Tips

- Screen-printing additional names on garments is not recommended, as there is a setup fee for each name of approx. \$15, plus printing costs of \$3 per garment (in white or black only).
- If individual names or custom text on each garment are desired, embroidered names are recommended, as there is no set-up cost for this. This costs approx. \$4.50 per name.
- If your logo file is too big to email for approval, or to attach to your online order, share it on Dropbox or similar file-sharing service.

Obtaining Your Unique Code

Once your logo has been approved by the Clubs Officer, and is deemed to fit the minimum format requirements as outlined above, you will be emailed your club's unique merchandise code. This code is then simply entered at the online checkout, which applies a discount of \$750.00 to your order.

The Clubs Officer will only provide the unique merchandise code to a current office bearer of the club (as dictated on your club's 2017 registration form). Each club will only be allocated one code, and the code will become invalid after use, with strictly no re-issues, so please ensure that only authorised persons on the club's committee are given access to this code.

How to Order Your Merch

All merchandise must be ordered online, via the following link: <http://www.curtinconcept.com.au/clubs>. The online club store allows you to choose and customise your merch from a range of pre-set styles and products.

Each club will be allocated a **unique promotional code** to enter at the online checkout. This code will deduct a total of \$750.00 from the cost of your order, with any amount over this \$750.00 to be paid by the club at the time of placing your order (via Paypal/EFT only).

Minimum Order Fulfilment Time

The time you can expect to wait for the processing, printing, and delivery of your merchandise will vary depending on the type of product you've ordered, the complexity of your logo or chosen printing style, and the number of other orders in progress at the same time. For example, you should always expect longer wait times at peak periods, such as the lead-up to O-Day or Guild Day each year.

As a rough guide, you should allow a *minimum* of four weeks from the time of completing your order, to the time you hope for your items to arrive. Again, processing times will vary according to the factors mentioned above.

Club orders must be collected in store. Orders will not be shipped off-campus.

O-Day Merchandise

If you require club merch for O-Day, **you will need to place your order by early October of the previous year**. This is to allow for Curtin Concept's extended shutdown period over the summer break.