



# Program T-Shirt Order Guide

Fall 2024

## PROGRAM SHIRT SIZING

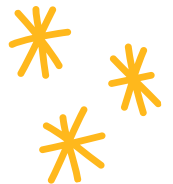
Youth Sizes M-L	Chest: Inch	Length: Inch
Small	17	22
Medium	18	23.5
Large	19	25

Adult Sizes SM-XXL (Unisex)	Chest: Inch	Length: Inch
Small	18	28
Medium	20	29
Large	22	30
Extra Large	24	31
2XLarge	26	32
3XLarge	28	33



GIRLS ON THE RUN

T-SHIRT INFO  
Color: **Purple**  
Brand: **Gildan**  
Style #: **5000**



HEART & SOLE

T-SHIRT INFO  
Color: **Graphite Heather**  
Brand: **Gildan**  
Style #: **5000**

H&S Long-Sleeve are Sport Grey (slightly lighter grey)

## PROGRAM SHIRT PRICING

(Includes Standard Shipping)

Shirt Style	Unit Price	With Custom Back Art (includes Base Unit Price)				
		24-99	100-249	250-499	500-4,999	5,000+
Youth Short Sleeve	\$3.69	\$5.30	\$5.09	\$4.78	\$4.57	\$4.46
Adult Short Sleeve	\$3.93	\$5.54	\$5.33	\$5.02	\$4.81	\$4.70
Long Sleeve	\$7.39	\$9.00	\$8.79	\$8.48	\$8.27	\$8.16





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## STEPS FOR ORDERING

1

Visit [CreateMyTee.com/GOTR](https://www.createmytee.com/GOTR) for complete ordering info, FAQ, and more.

2

On the above page, click the orange "Start a New GOTR Program Shirt Order" button to initiate a new order. We recommend and prefer you do this as far in advance as possible. Your order will simply remain in your account while you work with your artist to perfect the artwork and your project manager to plan the timeline. You may initiate multiple separate orders for a season for scenarios such as ordering coach shirts earlier than participant shirts.

3

When ready, click "Check Out" in the Art Center to begin the process of entering (or uploading from Pinwheel) final quantities, confirming order details, and selecting your payment method.

4

Once you complete checkout, your order will be sent to our print team. You'll receive an e-mail as with tracking info as soon as your order ships.

5

Open your order as soon as it arrives to ensure it is correct. This will allow time should a correction be needed. Contact your project manager via the Art Center, phone, or e-mail should any problems arise.



## CUSTOM BACK PRINTING

CreateMyTee can print custom back artwork (including words such as "COACH," sponsor logos, or other art). Please provide sponsor logos in the acceptable formats or a \$15 conversion charge per logo will apply.



### ACCEPTABLE FORMATS (VECTOR ART)

- EPS
- AI (Adobe Illustrator)
- SVG



### FORMATS NEEDING CONVERSION (RASTER/PIXEL ART)

- JPEG, GIF, TIFF or BMP
- Logos or images from the internet

Art and logos may be uploaded via your order's Art Center once your order has been created. You only need to upload logos once per order.

CreateMyTee can reuse art, including logos, from previous seasons. This will save your artist time and avoid any file conversion fees!

## YOUTH SMALL & BACK ART WIDTH LIMITATION

You may elect to offer Youth Small sizes on Program Shirts. Youth Small is not available for Heart & Sole. **IMPORTANT:** if you include Youth Small, your back art will be limited to 10" in total width for all sizes, youth and adult. If you exclude Youth Small, your back art may be up to 12" wide. Please take this into account as some councils have found back art and logos to be a bit small due to the Youth Small 10" width limitation.



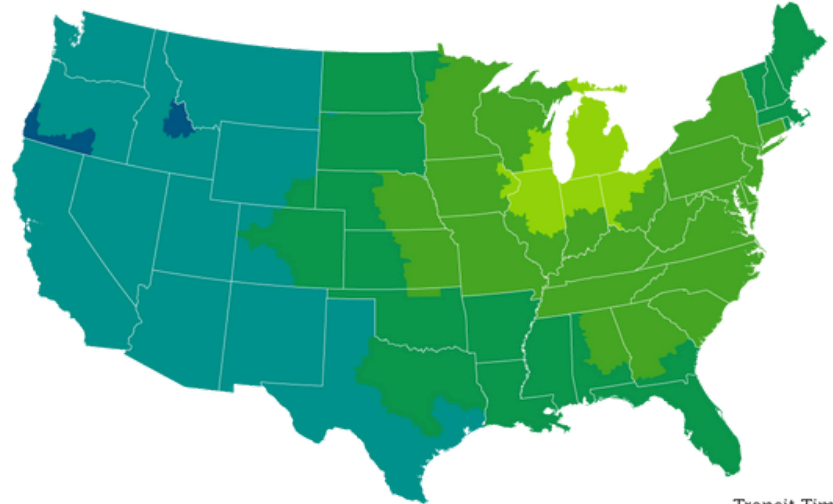
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## SHIPPING DETAILS

- Free ground shipping – U.S. locations
- Councils are strongly encouraged to provide a business address for shipments
- Standard orders will ship within 5-7 days of checkout (where art is approved and final quantities entered)
- Orders with custom backs will ship within 10 business days of checkout
- Daily cut-off is at 3:00PM Eastern Time



Transit Time

- 1 Day
- 2 Days
- 3 Days
- 4 Days
- 5 Days

## SPLIT-PACKING

- Split-packing is now available for all councils
- Split-packed orders are packaged by team and delivered to a single location, eliminating the need to sort the overall order on arrival
- Quantity, size, and team data for split-packing and split-shipping will be uploaded using Pinwheel data during checkout



- Please see the UPS zone map which represents the approximate shipping time from CreateMyTee's facility in Grand Rapids, Michigan, to your location. Remember this chart refers to business days only
- Consider adding extra days to your ordering timeline to allow for unexpected shipping delays
- The above map is an estimate and may be subject to change near day edges
- Your Project Manager can provide a precise delivery timeline info for your shipping address

## SPLIT-SHIPPING (UPCHARGE)

- Councils that previously used CGP's drop-ship may use CreateMyTee's split-shipping service
- Split-shipped orders will be boxed by destination and delivered to separate physical locations
- Shipping costs will be added to the final order invoice upon shipment

