



## ORANGE T-SHIRT ORDER SUBMISSION 2019

ORGANIZER'S NAME : \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ORGANIZER'S PHONE: \_\_\_\_\_

ORGANIZER'S EMAIL: \_\_\_\_\_

### INSTRUCTIONS

1. Send home the ORANGE T-SHIRT ORDER FORM with each employee. The deadline to submit orders to Woodland Cultural Centre is FRIDAY, AUGUST 23<sup>rd</sup> 2019, so please ensure that the order deadline for your organization is well-ahead of that deadline. (We recommend an order deadline of August 19<sup>th</sup>, 2019 to give you time to organize your finalized order.)
2. Collect the ORANGE T-SHIRT ORDER FORMS from each student. You will keep these order forms. Tally each of the sizes from the order forms and enter the total numbers of t-shirts required into the chart below. Tally the payments as well and include this number next to each size; the total should equal \$20.00/shirt. Add together the total number of shirts and the total payments enclosed and include these numbers at the bottom of the page.
3. Complete this document, ORANGE T-SHIRT ORDER SUBMISSION. Orders can be submitted:
  - o In person at the Woodland Cultural Centre, 184 Mohawk Street Brantford. The Centre is open Monday-Friday 9am-4pm, and Saturday-Sunday 10am-5pm
  - o By arranging pick-up. Please call or email Jessie Hill at 519-759-2650 or [frontdesk@woodlandculturalcentre.ca](mailto:frontdesk@woodlandculturalcentre.ca) to make these arrangements. Please ensure all orders and payments are submitted in one pick-up for your organization. Payments MUST be received by the August 23<sup>rd</sup> deadline.
4. T-Shirts can be picked up at the Woodland Cultural Centre during business hours. Notices will be sent to the organizer's email address provided above when t-shirts are available for pickup.
5. Delivery may be organized for an additional cost at the time of ordering by special arrangement only; please contact Jessie to make those arrangements.



WOODLAND  
CULTURAL CENTRE

**SAVE  
THE EVIDENCE**

SIZE	TOTAL # ORDERED	TOTAL PAYMENT ENCLOSED
JUNIOR S		
JUNIOR M		
JUNIOR L		
JUNIOR XL		
ADULT S		
ADULT M		
ADULT L		
ADULT XL		
ADULT 2XL		
ADULT 3XL		
<b>TOTAL</b>		