



ORANGE T-SHIRT ORDER SUBMISSION 2019

TEACHER'S NAME: _____

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

TEACHER PHONE: _____

TEACHER EMAIL: _____

INSTRUCTIONS

1. Send home the ORANGE T-SHIRT ORDER FORM with each student. The deadline to submit orders to Woodland Cultural Centre is Wednesday June 12, 2019, so please ensure that the order deadline for your class is well-ahead of that deadline. (We recommend an order deadline of Monday June 3rd, 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 Saturdays-Sundays 10am-5pm
 - o By arranging pick-up. Please call or email Jessie Hill at 519-759-2650 or frontdesk@woodlandculturalcentre.ca to make these arrangements. Please coordinate with the other teachers in your school to ensure all orders and payments are submitted in one pickup. Payments MUST be received by the June 12th deadline.
4. T-Shirts can be picked up at the Woodland Cultural Centre during business hours. Notices will be sent to the teacher email address 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.



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		
TOTAL		