

T-shirt Design & Procurement Procedure

- The T-shirt design contest will be announced in August of each year on the CSEF web site and via an e-mail to interested parties.
- Submitted designs must include the CSEF logo, the year, and be limited to two print colors and two shirt (background) colors (one for students and one for adults).
- Preliminary designs will be due in electronic form to the CSEF Director by November 1st.
- Submitted designs will be presented at the November CSEF Advisory Council meeting for selection and suggested improvements.
- Suggestions for improvements to the design will be given to the designer chosen immediately following the November meeting with a final version being due by January 1st.
- A request for bids to print the T-shirts will be announced in January on the CSEF web site and via an email to interested parties.
- Bids must include the cost per shirt (including any differences in sizes S – XXXL); the cost for any print set-ups; estimated shipping costs; and the expected turn-around time (shirts must be delivered to the CSEF Director by April 1st).
- Bids will be due to the CSEF Director by February 15th.
- The CSEF Fair Director will select the winning bid provided that the amount does not exceed the allotted budget amount. If the cost exceeds the budgeted amount, the action will be forwarded to the Board of Directors for approval by March 1st.