

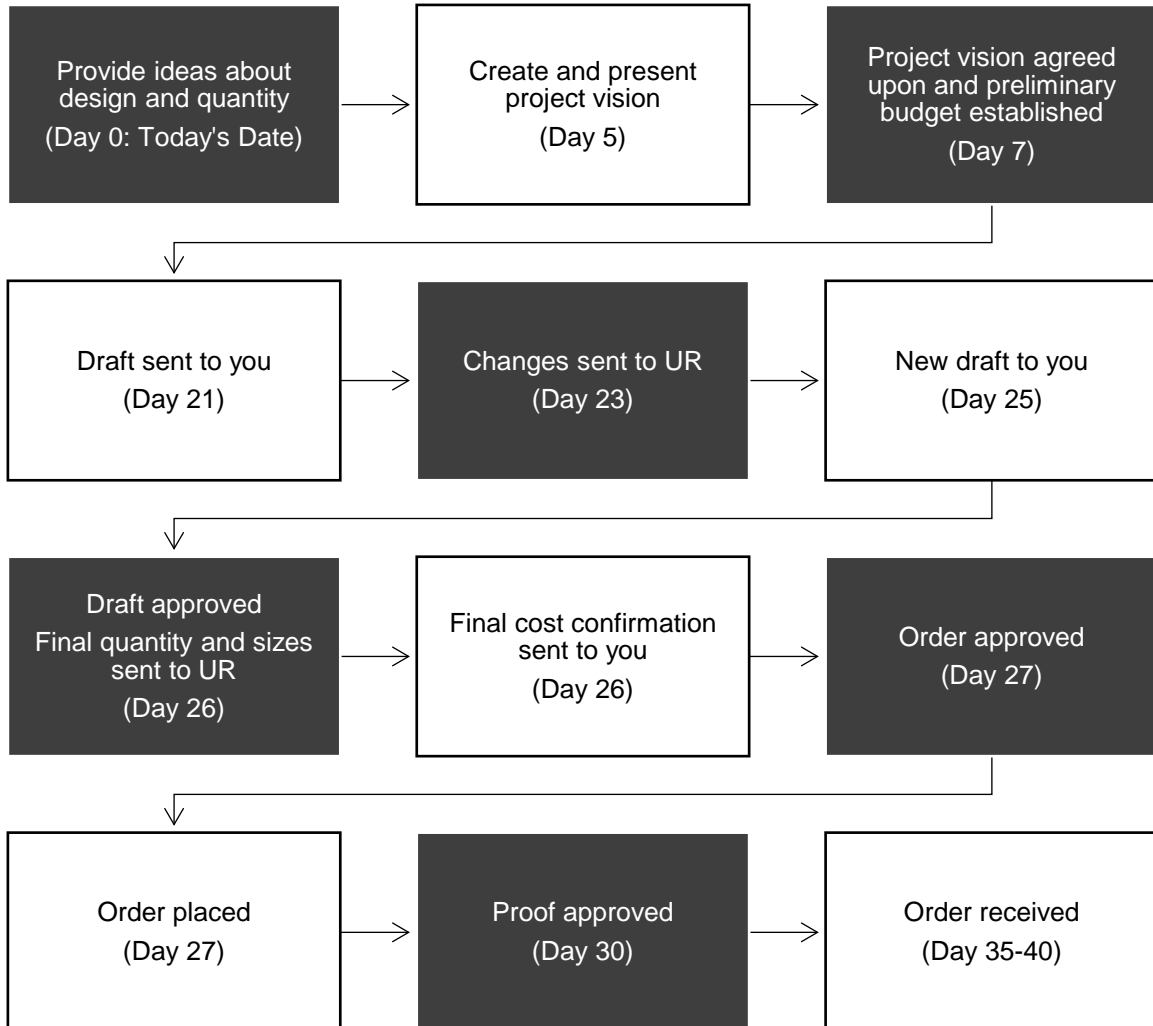
## Swag Project

### Timeline

The chart below illustrates the process for completing a professionally printed and mailed project. Please note a few details:

- University Relations *cannot* complete later tasks if earlier tasks are incomplete
- There are deadlines for completing each task; please add these to your calendar
- Delays may affect later tasks

Filled boxes = your tasks



## Project FAQs

### What guidelines should I follow while planning this project?

Avoid headaches and project delays with these tips:

- Keep text simple
- Use your official department or office name
- Use only University Relations-approved graphics and logos
- Use only one color for the design, maybe two; more colors equals more cost (this is especially important for t-shirts!)

The Project Manager can provide more specific guidelines at your request.

### How much will this project cost?

The Project Manager will provide budget options based on the criteria you indicate. Please contact the Project Manager ([ninja@huntington.edu](mailto:ninja@huntington.edu)) with any changes to the quantity or budget mid-project.

Given the right details, the Project Manager can provide:

- Cost at x quantity (you provide x)
- Cost at x, y, and z quantities (you provide x, y, and z)
- Maximum quantity you can order at \$X cost (you provide the budget amount)

The Project Manager can also provide samples and information about similar projects since June 2018.

### How can I keep track of this project's status?

University Relations uses a project management tool called Smartsheet. This tool allows you to check the status of your project and approve proofs in one easy place. You can access Smartsheet online, via email, or via Microsoft Teams.

After you submit your Ask University Relations form, the Project Manager will walk you through Smartsheet.

**Pro tip:** Most swag items require a minimum order of at least 100-200 pieces. For t-shirts, the minimum order is 12 shirts, and a minimum order for a cost savings is around 24 shirts.

