Sports Specific Fan Apparel Ordering Process

Team Parent Coordinator Apparel Requests
Applies to: All team parent–initiated apparel orders for sport-specific fan gear

At Jesuit High School, we are grateful for the strong family support of our athletes and teams. To show their school and team spirit, families may request sports-specific fan gear that is not available in the Jesuit Spirit Store.

To support these families and to maintain consistency in our school branding, all parent-initiated apparel orders for sports-specific fan gear should follow the guidelines below.

Process

- **All Team Parent Coordinator requests for sport-specific fan gear first go through Sarah Mattecheck (Spirit Store Manager) at smattecheck@jesuitportland.org**
  - Sarah is the initial point of contact, whether or not the Team Parent Coordinator has a design in mind, a preferred vendor, or is placing a re-order of an existing design
  - Sarah assesses the request and starts the process with Martha Cope (Athletics Coordinator) to determine if Sideline Designs is the best fit.
  - Sarah coordinates with other vendors only if Sideline Designs cannot fulfill the request
- **Design review and brand approval:**
  - Approval of design by Communications Team + Athletic Department
  - Designs should be simple and classic
  - School logos and colors may be shared as needed
- **Vendor coordination:**
  - Sideline Designs (Martha) works directly with the team parent coordinator on:
    - Garment options (no minimum requirements)
    - Pricing
    - Timelines (hard deadlines to ensure timely delivery)
  - Alternate vendors (coordinated by Sarah) require use of a Communications-approved online order/payment form and must meet minimums before production begins
- **Ordering & payment:**
  - Sideline Designs (Martha):
    - Martha invoices the Team Parent Coordinator directly
    - Team Parent Coordinator collects payment from families
  - Alternate vendor (coordinated by Sarah):
    - Parents order and pay via Communications-Team provided online form
    - Production begins only after minimums and payment are met
- **Production & distribution:**
  - Vendor produces a single bulk order
  - Items are packaged and labeled when possible
  - Team Parent Coordinator picks up the order
  - Items are distributed at games or parent gatherings