

# ORGANISER CHECKLIST

PLEASE NOTE - WE ONLY REQUIRE ONE CHECKLIST PER ORDER, NOT ONE PER CHILD.

Artwork template is on the next page. Please print this sheet and complete the checklist before sending your artwork to:

All My Own Work  
5-7 Wellington Street,  
Long Eaton,  
Nottingham,  
NG10 4LY

**Instructions** – please ensure all teachers/leaders adhere to the following:

- Print the template on to white, A4 paper in portrait orientation.
- Ensure your original template has no marks on as these will appear on all final products.
- Print/photocopy a template for each child. (*We recommend giving your photocopier glass a quick clean to ensure there are no marks on the copied templates*).
- All artwork must be completed in **FELT TIP, PAINT OR FLAT COLLAGE ONLY**. No pencil, no coloured pencil, no glitter or crayon.
- Keep writing and important details away from the edges as they are trimmed during production.
- Ensure correct postage is paid when sending your artwork.

**Complete the checklist below**

- All order forms have the child's name and class.
- All names are clearly legible (block capitals) – *we recommend these are completed by an adult for younger children.*
- All artwork is completed in **FELT TIP, PAINT OR FLAT COLLAGE ONLY**
- Order details and product quantities have been clearly completed in the correct column.
- Organiser contact details and delivery address have been provided below.

School/Group name .....

Organiser name .....

Phone Number ..... Email .....

Delivery Address  
.....  
.....  
.....

I have read the above instructions and confirm that I am responsible for the quality of the artwork provided. All My Own Work Ltd retain the right to refuse any artwork not meeting the above criteria.

Signed ..... Dated .....

**PLEASE USE FELT TIP, PAINT OR FLAT COLLAGE ONLY**

# Round Template

TOP



## IMPORTANT ARTWORK INSTRUCTIONS

1. If you wish the child's name to appear on the finished products then it must be added to the actual artwork area below, within the circle
2. Use the circle below for artwork. Keep away from edges which will be trimmed. Do not draw guidelines.

Please complete the order details. You can select any single product or multiple products. To view sample products visit: [www.fundraisinggallery.co.uk](http://www.fundraisinggallery.co.uk)

**USE BRIGHT BOLD COLOURS.**

**FELT TIP, PAINT OR FLAT COLLAGE ONLY.**

NO PENCIL OR COLOURED PENCIL.

NO GLITTER OR CRAYON.

KEEP AWAY FROM THE LINE & EDGES.

Group Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

PRODUCTS	HOW MANY	PRICE	TOTAL PRICE
Mug		£6.50	
Water Bottle		£9.00	
Coaster (individual)		£3.50	
Coaster 4 pack		£10.00	
Fridge Magnet		£4.00	
Hanging Decoration		£4.00	
Handbag Mirror		£6.00	
Memoboard		£8.50	
Round MDF Placemat		£8.50	
Polymer Plate		£6.00	
GRAND TOTAL PRICE			

IMPORTANT - DO NOT WRITE ANYTHING NEAR THE INSIDE OF THE BLACK LINE.