

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

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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

Rectangular Template

Group Name: _____

Child's Name: _____ Class: _____

IMPORTANT ARTWORK INSTRUCTIONS

- 1. Print this template on to white, A4 paper.
- 2. If you wish the child's name to appear on the finished products then it must be added to the actual artwork.
- 3. Use the reverse of this sheet for artwork. Keep away from edges and corners which will be trimmed. Do not draw guidelines.

FELT TIP OR PAINT ONLY
NO PENCIL OR COLOURED PENCIL.
NO GLITTER OR CRAYONS.
KEEP AWAY FROM THE EDGES.

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

PRODUCTS	HOW MANY	PRICE	TOTAL PRICE
Poem Tea Towel - Sticky Grubby Me		£7.00	
Poem Tea Towel - Little Pictures		£7.00	
Poem Tea Towel - Mummy		£7.00	
Poem Tea Towel - Granny		£7.00	
Christmas Border Tea Towel		£7.00	
Gym Bag Small		£6.50	
Gym Bag Large		£7.50	
Handy Bag		£7.00	
Big Shopper		£12.00	
Peg Bag		£9.00	
Wash Bag		£10.00	
Child Apron		£7.00	
Adult Apron		£10.00	
Child Tee Shirt (please circle size req) Age: 3-4 5-6 7-8 9-11 12-13		£6.00	
Adult Tee Shirt (please circle size req) S M L XL XXL XXXL		£8.00	
GRAND TOTAL PRICE			