Develop a concept for your apparel.
- Email your design to the Office of Student Activities and Leadership Development (melissa.lambert@wne.edu) for approval. Once the design is approved it will be sent to Marketing for approval.
- After your design has been approved by both our office and Marketing (you will be forwarded a copy of written approval), your group can contact apparel companies to produce a quote based on the quantity and design. If you have difficulty selecting a company, the office has a list of preferred vendors.
- Fill out a purchase order form with the apparel design, price quote, and marketing email with approval.
- NO order should be placed without prior approval or without a purchase order.
- Once the order is delivered to our office, we will contact your group for pickup.

Tips and Tricks
- Remember that the Western New England University logos have different purposes and represent different departments.
- The bear print logo is used only by Athletics.
- “WNEU” and “WNE” cannot be printed on apparel. Western New England University must be written out, approved club logos are also permitted.

Reminders
- All club orders should be sent to the Office of Student Activities and Leadership, NOT a personal mailbox (on or off campus).
- Any invoice/packing slip that is packaged with your apparel must be given to the Office of Student Activities and Leadership Development for Payment.
- Only $12.00 can be spent per club/organization member on apparel funded by Student Senate. Costs above $12.00 per member must be covered through fundraising or as an out-of-pocket expense by the individual. Orders will not be placed if a balance is due above $12 per person.