



How to use this manual

Coaches:

1. Choose the artwork you wish to use on your apparel or promotional item noting the item number of the artwork.
2. Send email or inform Director of Athletics (or assigned Athletic personnel) of choice.
3. Director of Athletics or assigned Athletic personnel will contact Director of Communications for approval and artwork.
4. Coach will be given approval to proceed and communicate directly with Varsity Mascot for printing of apparel or to use desired vendor for printing of promotional item.
5. A “proof” will be emailed to the coach and the Director of Communications for approval to proceed with printing (apparel only).
6. Apparel is delivered according to the specifications of the coach.

Athletic Personnel:

1. Choose the artwork you wish to use on your apparel or promotional item noting the item number of the artwork.
2. Send email to Director of Communications to inform of choice and the desired use of the artwork.
3. Once usage is approved, artwork will be emailed to Athletic personnel. (Note: apparel will be printed through Varsity Mascot. All other promotional items can be printed with any vendor.)

To contact Varsity Mascot:

Corban Representative: Nelson Zarfus
Phone: 503-370-9377
Toll Free: 1-877-663-9296
Fax: 503-362-5231
Email: info@varsitymascot.com
Website: www.varsitymascot.com

Corban University has a partnership with Varsity Mascot Company to print all apparel bearing any artwork in this manual. This includes sports camps and warm-up gear. There are exceptions for game uniforms as these items are often made from custom materials. Please get approval from the Director of Communications to print any apparel with vendors other than Varsity Mascot. Please read Corban's Athletic Branding Policy in this manual for more details.

Important Notes:

- Many vendors and printers use one or two color printing to reduce printing costs. Please note that artwork in this manual is in one, two and three color formats. Please make your selection according to your needs and budget.
- Although not a necessary step, we encourage coaches to contact Varsity Mascot directly to determine budget and scope of project prior to requesting artwork.
- If requesting artwork for items other than apparel, please be sure to note what the printed item will be. This will help the Communications Office determine if the selected artwork is appropriate for printing on the item.
- Custom artwork design is available to all coaches and personnel for special events. **This is a FREE service through our partnership with Varsity Mascot.** We encourage using this resource for events such as camps.