LGP.

A RESOURCE FROM LGP APPAREL · EST. 2016

EVENT SWAG PLANNING CHECKLIST.

Great swag doesn't happen by accident. It happens because someone thought it through ahead of time. This is the checklist we walk every customer through — so you show up to your first conversation already knowing what you need.

01 THE EVENT

- ☐ Event name: _____
- ☐ Event date: _____
- ☐ Who's receiving the swag? (employees · clients · attendees · volunteers · VIPs)
- ☐ Headcount / total pieces needed: _____
- ☐ When do you need it in hand? _____

RULE OF THUMB: *Give us 3 weeks minimum for most orders. Rush is possible, costs more.*

02 THE BUDGET

- ☐ Total budget for the project: $ _____
- ☐ Budget per piece (helps us narrow product options): $ _____
- ☐ Is that all-in (decoration · shipping · tax) or just the pieces themselves?

TIP: *Tell us your per-piece budget upfront. It saves a round of quoting and lets us suggest products that actually fit.*

03 THE PIECES

- ☐ T-shirts
- ☐ Hoodies / sweatshirts
- ☐ Polos / button-ups
- ☐ Jackets (varsity · bomber · soft shell)
- ☐ Caps / beanies
- ☐ Bags / totes / backpacks
- ☐ Other: _____

PROMO ITEMS? *Tumblers, pens, tech, kits — our promo arm handles those at lgppromo.com.*

04 DECORATION & DESIGN

- ☐ Do you have artwork ready, or do you need help designing it?
- ☐ **Embroidery** — polos, caps, jackets · premium, durable, no color limits
- ☐ **DTG Printing** — full-color on cotton tees · soft hand
- ☐ **DTF Transfer** — works on blends, poly, small runs · vivid color
- ☐ **Screen Printing** — large runs, limited colors · cost-effective per piece
- ☐ Not sure — pick what fits
- ☐ Placement: left-chest · full-front · back · sleeve · cap-front
- ☐ Brand colors to match? (Pantone #, hex, or "like our logo"): _____

05 SIZING

A rough estimate is fine — we'll confirm before production.

XS	S	M	L	XL	2XL	3XL

- ☐ Need women's-specific cuts in addition to unisex?
- ☐ Youth sizes needed?

06 TIMELINE & LOGISTICS

- ☐ Artwork approval deadline: _____
- ☐ Production complete by: _____
- ☐ Pickup from our Tucker, GA shop — OR — ship to:
  - ☐ One address (bulk)
  - ☐ Multiple addresses (individual drop-ship — list attached)
- ☐ Anything time-sensitive we should know? (speaker gift, trade show, press event)

07 AFTER THE EVENT

- ☐ Reorder cadence? (one-time · quarterly · annually)
- ☐ Want us to hold a size run of extras in inventory for new hires / replacements?

READY TO GO?

Email a photo of this filled-out checklist — or the key answers — to **orders@lgphub.com**, or request a quote at **lgpapparel.com/contact**. We'll come back within one business day with a recommendation and a quote.

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