



**MCBA STATE CHAMPIONSHIP 2019 APPAREL SALE
ORDER CHAIR INFORMATION**

Hello, and welcome to the start of the MCBA State Championship Apparel, Sale 2019. I hope your school year has started off great. I know with everything going on right now there can be a lot on your plate. The important points of this year's sale is as follows.

WE ENCOURAGE YOU TO DESIGNATE AN ORDER CHAIR. Your order Chair is responsible for coordinating your group's order(s) and communicating with our personnel. If you designate an Order Chair, please.....

- Let us know who your Order Chair is and how to contact him/her
- Give the information below to him/her and read no further (*To prevent errors, we ask that you provide this information **only** to your Order Chairperson, and that your Order Chair be the exclusive point of contact for your group's order.*)

WE'RE OFFERING THREE ORDER METHODS: Online with Group Delivery, Online with Individual Delivery, Traditional Hard Copy with Group Delivery. Customers electing group delivery will **avoid shipping fees.**

WE'RE OFFERING GROUP ORDER EARLY DELIVERY OPTIONS. Your group may elect to take delivery of your group order EITHER:

- 10/26 at Plymouth/Canton Invitational
- 10/26 at West Shore Invitational at Sparta H.S.
- 11/2 at Ford Field

PLEASE BROWSE OUR WEBSITE: <https://trophyhousebrands.chipply.com/mcba/>

Please do not hesitate to let us know if there is anything we can do to help in the overall process of ordering your Championship Apparel. Feel free to email us at any time.

harriss@reeths-puffer.org or MCBA.merch@gmail.com.

Sincerely,

Sean Harris
Director of Bands / Reeths-Puffer High School
1545 N Roberts Rd
Muskegon, MI 49445
231-744-1647 ext 3771

Heidi McGovern
2019 MCBA Apparel Chair
1545 N Roberts Rd
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MCBA STATE CHAMPIONSHIP 2019 APPAREL SALE ORDER CHAIR INFORMATION

Thank you for serving as your group's Order Chair! Reeths-Puffer Band Parents, Inc. ("RPBP") is happy to provide your group with this year's MCBA State Championship apparel order information. We look forward to helping you order and enjoy your MCBA apparel.

YOUR TASKS AS ORDER CHAIR

1. **Read these Guidelines.** Familiarity with the guidelines simplify your job! You will be assigned a Customer Service Representative(CSR)" to answer your questions and supervise fulfillment of your group's order. Contact information for your CSR will be sent to you soon at the email or phone number you specify.
2. **Confirm your contact information** by emailing us at MCBA.merch@gmail.com, please add where you would like your order delivered to.
3. **Choose your order method(s).** You may choose any or all of these methods.
 - a. **Online with Group Delivery.** Individuals may browse our web store or the hard copy item information provided below and **avoid shipping fees** by taking delivery of their items with your group's compiled order (see more about delivery options below).
 - b. **Online with Individual Delivery.** Individuals may browse our web store or the hard copy item information provided below and select the items to be delivered to the address specified by the individual. Shipping and processing fees will apply to these orders. (see more about order and delivery charges below)
 - c. **Traditional Hard Copy with Group Delivery.** Individuals may browse the website or hard copy materials provided, then submit their order to the Order Chair in hard copy form. The Order Chair will then submit the group's compiled hard copy order to their designated R-P CSR via email. Customers ordering by this method will **avoid shipping fees**.
4. **Distribute the materials below for your chosen order method(s) to your group's members and supporters.** You may post and/or print any of the information provided in this packet. We suggest you include them, along with the link to our web store (<https://trophyhousebrands.chippily.com/mcba/>) on your band's social media pages and website.

5. If your group is using the **Online with Group Delivery** or **Traditional Hard Copy with Group Delivery** option, decide where you would like your group's order sent and communicate this to your CSR at the email provided. Your options are:

- 10/26 at the Plymouth/Canton
- 10/26 at the West Shore Invitational at Sparta HS
- 11/2 at Ford Field

Please note that only one group order will be compiled and delivered per school; group orders will not be split by RBPB for individual shipment or pickup. *Individuals wishing to place orders as part of your group may **also** place an Online Order with individual Delivery.*

6. If your group is using the **Traditional Hard Copy with Group Delivery** option,

- ★ Set an order due date for your group's hard copy order forms, then communicate this due date to members of your group.
- ★ Collect hard copy order forms from members of your group, clarifying styles, quantities, and other details as needed
- ★ Compile your group's individual hard copy orders into a single order form for your group
- ★ **By October 7**, submit your group's order to your CSR via phone or email, including where you would like your group's order delivered

7. Take delivery of your group's order at the site you've chosen.

8. Distribute items in your group's order to members of your group. Order Chairs will be responsible for division and distribution of merchandise

ONLINE ORDER WITH GROUP DELIVERY

Follow these steps for online individual orders to be delivered with your group's order

Group orders are due on or before October 7

These orders will not be available for individual shipment or pick-up.

One group order will be compiled per group.

1. **Browse our merchandise** at our MCBA State Championship Apparel Sale 2019 website at: <https://trophyhousebrands.chippily.com/mcba/> any time after 9/1, or by viewing the items pictured on reverse.
2. **Select your items** and add them to your cart.
3. **Go to your cart** or click on "Checkout".
4. **Follow the prompts to enter your customer information.**
5. **Under "Shipping," it is already selected to pick up at MCBA.** All orders placed by this method will be bundled with your group's bulk order and distributed by your group's Order Chair. Your Order Chair will email for final destination of delivery.
6. **Enter your payment information** at the prompt and submit your order. Your group's Order Chair will select your group's delivery option and distribute your items to you.

ONLINE INDIVIDUAL ORDER WITH INDIVIDUAL DELIVERY
Follow these steps for orders shipping directly to individuals

1. **Browse our merchandise** at our MCBA State Championship Apparel Sale 2019 website at: <https://trophyhousebrands.chipply.com/mcba/> above any time after 10/7, or by viewing the items pictured on reverse.
2. **Select your items** and add them to your cart.
3. **Go to your cart** or click on "Checkout".
4. **Follow the prompts to enter your customer information.** (Note that orders placed by this method will include the cost of your items, a shipping charge, and processing fee.)
5. **Select the "ship direct to my address."** All orders placed by this method will be shipped directly to the address specified by the ordering party.
6. **Enter your payment information** at the prompt and submit your order. Your order will be sent to you at the address you specified.

TRADITIONAL HARD COPY ORDER WITH GROUP DELIVERY

Follow these steps for traditional paper orders to be delivered with your group's order
Group orders are due on or before October 7

1. **Distribute order information to members of your group:**
 - a. Publish our web store URL on your band's website and social media outlets.
 - b. Publish, print and distribute the hardcopy order information on this page and the next to members of your group.
2. **Collect order information and payment from individuals** by any means you choose.
3. **Compile and record your group's order on your copy of the form below,** verifying total quantities of each item.
4. **Place your group order with your designated CSR by phone or email,** specifying which delivery location works best for your group.
5. **Take delivery and distribute group order items to individuals within your group.** Group orders will be delivered without shipping charges to one of the locations listed above.
6. **Communicate with your designated R-P CSR as needed** during the order process. The contact information for your R-P CSR will follow this mailing shortly.

2019 MCBA STATE CHAMPIONSHIP APPAREL SALE
TRADITIONAL HARD COPY with GROUP DELIVERY ORDER FORM

Please double-check the sizes available in each of the styles you are ordering, then complete this form and turn in to your group's Order Chair

YOUR NAME: _____

YOUR GROUP'S NAME: _____

YOUR EMAIL: _____ **YOUR PHONE #:** _____

Item #	Item Description	Quantity	Size	Price Each	Item Total

























Grand Total: _____



MCBA STATE CHAMPIONSHIP APPAREL

mimarchingband.com

Refer Questions to: 231- 750-0769

<p>ITEM # 1</p> 	<p>ITEM # 2</p> 	<p>ITEM # 3</p> 	<p>ITEM # 4</p> 	<p>ITEM # 5</p> 
<p>Gildan Adult Ultra Cotton 6 oz. T-Shirt \$12.00 Small - 3XL</p>	<p>Gildan Adult Ultra Cotton 6 oz. T-Shirt \$12.00 Small - 3XL</p>	<p>Gildan Adult Ultra Cotton 6 oz. Long-Sleeve T-Shirt \$15.00 Small - 3XL</p>	<p>Gildan Adult Ultra Cotton 6 oz. Long-Sleeve T-Shirt \$15.00 Small - 3XL</p>	<p>Gildan Adult Heavy Blend Adult 8 oz., 50/50 Fleece Crew \$17.00 Small - 3XL</p>
<p>ITEM # 6</p> 	<p>ITEM # 7</p> 	<p>ITEM # 8</p> 	<p>ITEM # 9</p> 	<p>ITEM # 10</p> 
<p>Gildan Adult Heavy Blend 8 oz., 50/50 Hood \$25.00 Small - 3XL</p>	<p>Gildan Adult Heavy Blend 8 oz., 50/50 Hood \$25.00 Small - 3XL</p>	<p>Kinergy Long Sleeve Tee \$30.00 Small - 3XL</p>	<p>Kinergy Long Sleeve Tee \$30.00 Small - 3XL</p>	<p>Champion - Raglan Baseball T-Shirt \$22.00 Small - 3XL</p>
<p>ITEM # 11</p> 	<p>ITEM # 12</p> 	<p>ITEM # 13</p> 	<p>ITEM # 14</p> 	<p>ITEM # 15</p> 
<p>Advocate Hoodie \$45.00 Extra Small - 2XL</p>	<p>Advocate Hoodie \$45.00 Extra Small - 2XL</p>	<p>Adult Journey Hoodie \$45.00 Small - 3XL</p>	<p>Flannel Pants with Pockets \$32.00 Small - 3XL</p>	<p>Gildan - Heavy Blend Open Bottom Sweatpants with Pockets \$25.00 Small - 3XL</p>
<p>ITEM # 16</p> 	<p>ITEM # 17</p> 	<p>ITEM # 18</p> 	<p>ITEM # 19</p> 	<p>ITEM # 20</p> 
<p>Ascent Headband \$20.00</p>	<p>Ascent Beanie \$25.00</p>	<p>Slider Cap \$25.00</p>	<p>Mini Hydration Pack \$40.00</p>	<p>Sprint Angled Drawstring Sports Pack with Pockets-2019 Logo</p>
<p>ITEM # 21</p> 	<p>ITEM # 22</p> 	<p>ITEM # 23</p> 	<p>ITEM # 24</p> 	<p>ITEM # 25</p> 
<p>Sprint Angled Drawstring Sports Pack with Pockets-MCBA Logo \$15.00</p>	<p>22oz Explorer Tritan Bottle-MCBA Logo \$15.00</p>	<p>22oz Explorer Tritan Bottle-State Championships Logo \$15.00</p>	<p>Silicone Cell Phone Sleeve with Adhesive Backing \$5.00</p>	<p>SAMPLE ONLY SAMPLE SHIRTBACK PRINT LAST YEARS DESIGN</p>