



ORGANISING MERCHANDISE & KIT



**STUDENT
LEADER
TRAINING**

HEATHER DAWSON - ACTIVITIES &
MARKETING ASSISTANT

2025



WHY IT MATTERS

01

Why merchandise matters?

02

How much?

BUDGET CONSIDERATIONS

GETTING QUOTES

03

There are some big contenders.

04

Showing off your brand/sponsorships.

DESIGN & BRANDING

TIMELINES

05

Production time, delivery

06

Top tips!

TIPS

WHY MERCHANDISE MATTERS



- Promotes identity and belonging
- Boosts visibility at events
- Useful for recruitment for members!
- Builds long-term harper spirit

BUDGET CONSIDERATIONS

Typical sources of funding:

- Club/society budget
- Membership fees
- Fundraising or sponsorships

Key tips:

- Set a realistic budget early
- Get quotes!
- Prioritise essential kit before optional extras





QUOTES

- Request at least 3 quotes for comparison (Shop around!)
- Ask suppliers about -
- Unit cost & bulk discounts
- Delivery charges & timelines
- Print quality & material samples
- Check for bulk discounts

DESIGN & BRANDING

- Use official society or club logo
- Keep designs simple and versatile
- Stick to same branding guidelines
- Get member input to ensure buy-in
- Eyecatching





- Planning phase -
- Agree on design, sizes, and quantities
 - Get budget approved
- Ordering phase -
- Confirm supplier, place order (PO Forms!)
- Delivery phase -
- Check items received correctly

TIMELINES

TIPS



- Order in bulk to save money! (Some companies might even offer you bulk discount!)
- Only order kit for members who have PAID for their membership
- Only order merch for members who have PAID for their membership AND merch (you'll lose out on money if you do this!)
- Collect member sizes in advance!
- Only order kit for members who will play in the team (So no kit for social members)
- Add your sponsorships!
- and finally....Please remember to fill out your PO forms on the website to get these paid for!

QUESTIONS?





TRANSPORT SUPPORT



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COMPANIES

01 Who we use

02

FAQ'S

GENERAL

WHAT WE NEED

03 What we need from you

DO'S & DONT'S

04

COMPANIES



GENERAL

BUCS TEAMS -

- BUCS Teams have a BUCS Transport budget spread out between clubs so this budget pays for competition transport.

What we can do -

- Provide a list of trusted transport providers
- Help you get quotes!
- Pay for your mileage if you're self driving to trip/competition

WHAT WE NEED FROM YOU

- Passenger Numbers
- Pick up location
- Departure location
- Timings (Set off time for there and back)
- Coach size

DO'S & DON'TS

- Do arrive on time for your transport!
- Don't make a mess of your coach (they will charge you ridiculous prices!)
- Be safe!
- Don't miss your transport on your return journey!