# The BTA Guide to Ordering Branded WVU Materials

A one-page checklist to help your project move from idea to approved product.




## Ready to start? Here's what we'll need.

### Before reaching out, gather these six details to help keep your project on schedule.

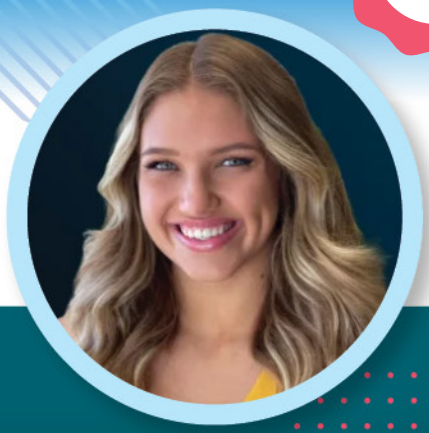
- ☐ **In-hands date**
  When do you need your finished products?
- ☐ **Estimated quantity**
  An approximate quantity helps determine product options and pricing.
- ☐ **Department or unit**
  Knowing who the project is for helps ensure the correct branding is used.
- ☐ **Approved logo or brand assets**
  Starting with the correct files helps avoid unnecessary revisions.
- ☐ **Project purpose**
  Is it for an event, recruitment, employee appreciation, fundraising, or another initiative?
- ☐ **Budget**
  Even a rough budget helps us recommend the best products for your goals.

## How the Process Works

1. Share Your Idea
2. Choose Your Products
3. Design and Proof
4. Both Parties Submit to T&L
5. T&L Review
6. Approval
7. Production
8. Delivery




*As an Officially Licensed vendor through IMG College Licensing, BTA coordinates the process from concept to production—helping your project stay on track every step of the way.*



## Planning a Branded WVU Project? Start Here.

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