Task Guide
Selecting Company Uniforms

Responsible: **Chief Officers**

Project Description:
As a part of being a company, it is important to be identifiable. A uniform is something that will give your company identity and set them part from others at company trade shows and events. During this process you will work with your leadership team to decide on the look and image you want for your company.

Guidelines:

1. Process of determining the company uniform

A. After you have determined your company image and colors, begin looking at **www.sanmar.com** to select a few different styles of company uniform. You company has budgeted for 15.00 per uniform. all other costs will need to paid for by each employee.

B. Create a presentation to show the unifrom styles and costs to the leadership team

C. Discuss the different options and vote on the uniform color and model

D. Complete the table below

E. Final approval must be made by the company consultant (teacher)

2. Write company uniform information in the space provided on this form and attach image samples of the uniform to the back of this sheet.

	Color	Model Name	Model #	Cost of Shirt
Employee Shirt-Male				
Employee Shirt-Female				

MENS	SMALL	MEDIUM	LARGE	XL	XXL	WOMEN	SMALL	MEDIUM	LARGE	XL
AMOUNT										

OTHER SIZES EXPLAIN _____

3. Submit for Approval

Present the company uniform to leadership for approval and then present to all employees at your next all staff meeting and send number of each size so the uniforms can be ordered. This will be the company uniform for the next 2 years and what employees are expected to be wearing at compeitive events.

Leadership Decision: Votes YES_____   NO_____

☐ Approved   ☐ Not Approved CEO Signature: _____ Date _____

Consultant Decision:

☐ Approved   ☐ Not Approved Signature: _____

Revision if not approved: _____
_____
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