Race Shirt Proof Approval Checklist

Use one final proof version and one approver to prevent conflicting changes.

Event

Printer / order reference

Proof version

Approver / date

- [ ] **Check sponsor marks**
  Compare display names, current artwork, and sponsor tiers against your approved sponsor list.

- [ ] **Review layout and scale**
  Check front and back, alignment, relative sizes, spacing, and legibility on the smallest garment.

- [ ] **Confirm colors**
  Check the garment color, print colors, and any approved one-color versions or brand requirements.

- [ ] **Verify the order**
  Compare garment styles, size totals, and delivery or pickup date against the current order sheet.

- [ ] **Confirm changes in writing**
  Send one consolidated response. Request a revised proof if artwork changes, and approve the specific version in writing.

Approved proof file

Approval sent on