



MEMORANDUM

April 24, 2018

VIA EMAIL

TO: Teams Selected to the 2018 NCAA Division II Women's Tennis Championship

FROM: Roberta Page, Director of Championships and Alliances

SUBJECT: Preorder of Tournament Shirts – **READ IMMEDIATELY**

Event 1, Inc., the official souvenir merchandiser for the NCAA, is offering participating teams the opportunity to preorder shirts for the 2018 NCAA Division II Women's Tennis First and Second Rounds.

**We have a NEW WEBSITE!** Please go to <http://www.event1teamstore.com> by copying and pasting that URL into a Web browser. Click on the NCAA icon and then select your division and sport. You will see the shirts that are offered for this event. Complete the order form by selecting the quantities and sizes needed. Credit card information is mandatory to process the order immediately. University purchase orders cannot be accepted, and you must select whether this is a team or individual order.

Due to the timing of spring championship events, Event 1 welcomes orders by individuals to ship directly to his/her residence. Please note that orders placed by the deadline will ship within three weeks after the competition is complete.

**The deadline for submitting orders is 10 p.m. Central time, Thursday, May 10<sup>th</sup>. Orders submitted after this time will not be accepted.**

As a point of information, these shirts will be available for sale at your competition site. However, we cannot guarantee that your sizes will be available at the event.

Please contact Gina Taylor at Event 1 at 913-693-2104 if you have any questions.

RLP:ldh

cc: NCAA Division II Men's and Women's Tennis Committee

National Collegiate Athletic Association

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