

Button Making Information

If you want to make a batch of 1” buttons to promote your group or cause, or just for fun, we can help.

- The Craft Studio provides the button parts and the button-making machine.
- You create a design for your 1” buttons (We’ll give you a template).
 - They can all be the same, or different, your choice.
 - They can be hand drawn or digitally created, whatever you prefer.
- You are responsible for cutting out your designs and physically creating the button. We will provide the machines to do both of these steps (do NOT cut the buttons by hand, we have a machine that cuts them to the correct size).

How Long Does Button Making Take?

- You should arrive to your button making appointment with all of your buttons printed or drawn on sheets of paper.
- Plan 45 minutes - 1 hour to make 50 buttons.
- Only one person can use the button machine at a time; however, additional people can help cut out the designs and attach the pins. This will make the process a little faster and a lot more fun.

Cost

| Number of Buttons | Cost |
|-------------------|------------------------------------|
| Up to 50 | \$12.50 |
| 51 or more | \$12.50 + \$.20 per button over 50 |

What to Do

1. Pick up & complete a [Button Making Application](#) from the Craft Studio or www.craftstudio.org.
2. Return completed [Button Making Application](#) to the Craft Studio and wait for a confirmation email (it may take up to 5 business days for confirmation).
3. Once approved ...
 - You will receive a template for creating your button design.
 - You will have a scheduled time to come to the Craft Studio and make your buttons.
 - You may bring up to 2 other people to help you.
4. Come make buttons!

Fundraising / Selling the Buttons

- ‡ Student Organizations can sell these buttons for fundraising provided you follow the appropriate University rules and regulations pertaining to fundraising. Consult the M-Book, <http://studentlife.missouri.edu/mbook.php>, for rules and regulations pertaining to fundraising and student organization conduct.
- ‡ Individuals may also sell these buttons, however you must follow all applicable local, state and federal laws as well as University rules and regulations (for on campus sales).

Button Making Application

Organization / Group Name (if applicable): _____

Contact Person: _____ Email: _____

We will contact you by email, so please print CLEARLY. Thanks.

Number of Buttons: _____

What is your deadline for finishing your buttons? _____

At which times will you be available for your Button Making Appointment?

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

On which date would you prefer to make your buttons? _____

(We cannot guarantee this date, but we'll try.)

Button Making Survey *(This information is for our internal records and will not effect your approval in any way. But we really need this information, so please fill this out. Thanks.)*

1. Are you an MU student? Yes No
2. Are you MU faculty or staff? Yes No
3. Are these buttons for a recognized student organization? Yes No
If yes, which organization? _____
4. Are these buttons for a University Department or other University entity? Yes No
Which Department/entity? _____
5. Are these buttons for personal use? Yes No
6. How did you learn about this Button Making Service?