

In an effort to answer as many questions as possible I have compiled this class information sheet. If you have any additional questions or concerns, please do not hesitate to contact me.

Workshop Specifics:

A contract is required to hold event dates.

For engagements further than one hour travel distance, two events are required. In the event that I am already engaged by another group immediately prior or following your dates, this does not apply.

Recommended class size is 20 as long as there is sufficient table space. Extra students are an additional \$10 each. This is in addition to the quoted workshop prices. Pattern fees are not included in the class fee. I will provide change upon arrival.

Arrangements can be made for samples to be sent to advertise the class. Patterns and samples of the fabric kits will be provided approximately two months prior to the workshop to enable students to have a color photo to choose fabrics. Fabric kits are available at an additional charge for the workshop. The Fabric kits include fabric to complete the project top, including the borders and binding. Any money collected for patterns and kits during class sign-ups are to be held until the event. Personal checks or cash are accepted. At the lecture and during class, MasterCard and Visa will also be accepted. I will bring additional patterns and kits.

Note: If you choose a class with more than one project (i.e. Small Landscape class has a choice of Country Road and Tropical Scene projects), please have the students choose which project they want to work on. I need to know how many patterns and fabric kits are needed one month prior.

I recommend printing my website in your guild newsletter when describing the class(es). Skill levels of the patterns are provided as well as photographs. Those who are not familiar with my work can see what the projects are.

There is no tracing or template making in any of the sewing classes. The projects are machine sewn. **Please do not ask students to do any prep work prior to class.** Stress that the technique is much easier than it looks. If you can sew a straight line you can do this.

Please provide **as many irons as possible**; an iron between every two students is preferable. We do not need large ironing surfaces or ironing stations. Table top ironing boards work great. **This is an ironing intensive technique.** Note: this does not apply to design classes.

For design classes, please provide a flip chart and markers, or a white board and markers.

Multiple day classes can be created to specific requirements for your group by combining hands-on class with a design class.

A statement will be provided. Please insure that payment is made after contractual obligations have been met.

Travel Information:

Local workshops and lectures require a transportation mileage fee at current IRS rates.

Distance travel costs are to include round trip air fare, airport parking or taxi fares to and from the airport, living accommodations and meals. If travel requires me to be at the airport for an extended period of time (4 or more hours) there will be a meal fee of \$10.00. In the event that I am engaged by other groups on the same trip, travel expenses will be prorated. For example: 3 events at one guild, 1 at another guild, equals 4 events. The total travel expenses would be divided by four. So the first group would be responsible for 3/4s and the second guild would be responsible for 1/4th. Food and lodging would still be up to each individual guild for the time that I am with them.

Please make sure that the hotel has a non-smoking room on **the lower floor** (or the hotel has an elevator). I bring alot of luggage and it is very heavy. If I am flying in, please keep my luggage in mind when choosing the vehicle to pick me up.

For international travel, please contact me directly.

To date, I have taught in Canada, Japan, Taiwan and Mexico.

Please feel free to call me at 281-534-1858 or email me at cynengland@englanddesign.com if you have any additional questions.