

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. I LOOK FORWARD TO WORKING WITH YOU!

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 \$15 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.

Samples to be provided to the guild approximately two months prior to the workshop to help advertise the workshop.

Any material fees collected during class sign-ups are to be held until the event. Personal checks or cash are accepted. I will be able to accept all major credit cards. I will bring additional patterns and kits.

IMPORTANT: Most of the classes have a choice of two designs. Please have the students choose WHICH project they want to work on and make note of it. I need to know how many patterns and fabric kits are needed a few weeks prior as they are prepped and shipped ahead.

I recommend printing my website in your guild newsletter when describing the workshops. Those who are not familiar with my work can see what the projects are. There are free video demonstrations there that will clarify what I do and the technique that I will teach.

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.**

For ALL Classes - please provide a white board and markers, or a flip chart 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 to include 2 checked bags, 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 (5 or more hours) there will be a meal fee of \$12.00. 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. In addition to teaching throughout the United States, I have also been an instructor in Australia, Canada, Japan, Taiwan, Germany, Spain, Korea, South Africa and Mexico. Please feel free to contact by phone or email me at cynengland@englanddesign.com if you have any additional questions.