

Always In Stitches Classroom Use Responsibilities

We appreciate your interest in teaching at our facility. Please review the following to help make your class successful:

- For a class to be approved and added to our schedule you must complete the Event Request Form, include a copy of your pattern and a sample.
- Classes with samples are better attended. We prefer all samples to include products from our shop inventory. If your students don't buy from our shop, then we don't make any profit from your class.
- Classes are scheduled in our available classrooms on a first come first served basis. The assigned rooms may be changed to accommodate larger groups as needed.
- All classes must be scheduled during our regular business hours. All classes begin no sooner than 10:30 am and must end 30 minutes before we close, no exceptions.
- All documents or photos of the sample for your class should be sent to: sandy@alwaysinstitches1.com
- If students need to prepare prior to class, a document explaining what they should do BEFORE class must be included with the original class paperwork submitted to Sandy.
- If students need to bring any supplies, please submit a list as a word document to sandy@alwaysinstitches1.com. This may include sewing machine, basic sewing supplies, knitting needles, thimble, and thread, etc.
- *We recommend you contact your students in advance of the class to confirm their skill level and review any supplies needed for the class. If your students contact our shop requesting any information about your class, they will be given your phone number and email to contact you directly with their questions.*
- We will advertise your class in our monthly email, YouTube Videos, Facebook and on our website.
- Please know that we schedule all our events several months in advance. To effectively promote your class, we need your forms and sample 90 days in advance of the class.
- We offer online and in-store sign up for all classes. We collect payment from your students based on the fee you request. We pay you for all students who have paid to attend, whether they attend or not. It is your responsibility to contact any students who do not show up for a paid class. It is your choice to refund or reschedule the class. We sell all classes as NON-REFUNDABLE.
- It is required by law that we report all monies paid to our instructors. To that end we request a completed W9 form annually so we can mail you a 1099 form at the end of the year.
- We prefer all classes be presented as advertised, even if there is only one student. If unforeseen circumstances happen causing you to be unable to teach, please let us know asap. We will contact your students to cancel and refund their fees.
- One week prior to the scheduled class please call 317-776-4227 to confirm the number of students signed up for your class and request the phone/email list of students so you can remind them of the class. If no one has signed up, we give you the option to cancel the class.
- Please arrive 30 minutes prior to the start of class to set up your classroom area.
- Before your class begins, please check with a member of our staff at the front registers for the signup sheet for your reference.
- If any student fees are unpaid, it will be your responsibility to collect from them. If you add an extra follow up session to a class it is your responsibility to contact the students, collect any additional fees and let students know about any conflicts or cancellations.

NOTE: You are responsible for cleaning up your classroom area after your class is finished. This includes sweeping the floor and returning all notions to the place you found them. Cleaning all table surfaces with the provided sanitizing supplies. Unplug all electrical appliances. **A staff member must check the area before you leave.** They will ask you to sign the class roster and then turn it in as your request for payment. A check will be mailed to you within 30 days of the class.

Always In Stitches
Class/Event Request Form
Please complete all information – incomplete information delays this event being published.

Date Submitted: _____

Instructor Name: _____ **Phone:** _____

Email: _____ **Completed W-9 Form:** _____

Title of Event/Class: _____

Description: _____

Circle One Category: CLASS / CLUB / EVENT / PREORDER **Image of event or sample sent:** _____ Date _____ Posted

Dates Requested. NOTE: Please list the exact day of the week and dates: _____

_____ **Total # of Sessions/Months:** _____

Registration close date: _____ **Max # of Students:** _____ (Consider space for machines and work area)

Circle One Skill Level: BEGINNER / INTERMEDIATE / ADVANCED **Describe Student Skill level in detail:** _____

Start Time (10:30am is earliest): _____ **End Time (4pm or 7pm is latest):** _____ **Video Support (circle one)** YES / NO

You must submit a supply list in a word document to sandy@alwaysinstitches1.com before your event/class will be published. Lecture only classes and events or no supplies needed check here: _____

Registration FEE: \$ _____ **Does an additional taxable kit fee need to be added to the registration fee?** YES/NO

Monthly Kit Cost: \$ _____ **Kit Product Code:** _____

Any materials included in class price, please list: _____

-----**Office use only**-----

Draft Approved: _____ **Added to Schedule:** _____ **Enter in POS:** _____

IF NEEDED Kit Form Received _____ **Kit Assembly Complete:** _____ **Kit Product Code:** _____

Information Label Created for the sample: _____

Added to Facebook: _____