



Cotton Gin Fabric
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Instructor Class Proposal Form

Overview

Please fill out this form for a potential class a **minimum** of 90 days prior to class start date. The information you provide on your class will be used for all class postings, so please include all necessary information! The maximum number of students for our classroom is eight.

Class Information:

- Class Name: PHD (Projects Half Done)
- Dates and Times
 - July 28th 5:30pm - 8:30pm
 - August 2nd 12:00pm - 3:00pm
 - August 25th 5:30pm - 8:30pm
 - September 22nd 5:30pm - 8:30pm
 - September 27th 12:00pm - 3:00pm
 - October 25th 12:00pm - 3:00pm
 - October 27th 5:30pm - 8:30pm
 - November 22nd 9:00am - 12:00pm
 - November 24th 5:30pm - 8:30pm
 - December 22nd 5:30pm - 8:30pm
 - December 27th 12:00pm - 3:00pm
- How many sessions for the class: 1
- Skill Level: Any skill level
- Class Description: Focus on applique; sewing projects
- Any other special skills needed prior to signing up for class:
- Minimum and maximum of students for your class: up to 5
- Instructor name(s) and contact information: Bobbi Horn (909) 633-3814

Class Specific Supplies:

Please provide class-specific supplies that are needed for your class, to include:

- Pattern:
- Fabric:
- Interfacing:
- Hardware:
- Notions:
- Homework Necessary:

General Instructor Information:

- If a kit is needed for your class, that needs to be discussed with the Event and Class Coordinator.
- Prior to the class sample being made, the cost of the sample needs to be discussed with the shop owner. The class sample is due a **minimum** of 60 days prior to class start date.
- The class will be posted on our website once all the information is received and approved.
- Our general student fee per class is \$25 - 3 Hour Class and \$50 - 6 Hour Class.
- The general teacher fee is 65% of class participants.
- Your class will be canceled if the minimum number of students have not been met within one week of the scheduled class date.
- It's the responsibility of the instructor to call students to remind them of class one week before the start of class.
- Instructors should arrive 30 minutes prior to the start of class for set up and to assist class participants in purchasing items for class.
- After class, instructors are responsible for classroom clean up.
- Save your class roster(s) to include with your payroll form at the end of your class.
- If you have any questions, please contact Laura Kottwitz (909) 553-0350.