



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: Rockport Tote
- Proposed Date: 08/01/2026
- Proposed Time: 1:00pm-4:00pm
- How many sessions for the class: 1
- Skill Level: Confident Beginner
- Class Description: You will learn to do channel stitching without having to make individual tubes and zigzag stitching. You will be working with Bosal's Duet Fuse II batting and spline. You will learn to hand stitch invisible stitches.
- Any other special skills needed prior to signing up for class: Must know how to operate your sewing machine.
- Minimum and maximum of students for your class: 2-8
- Instructor name and contact information: Deanna Erickson 909-435-9431

### **Class Specific Supplies:**

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

- Pattern: Rockport Tote
- Fabric: Follow fabric requirements in pattern if only using 1 fabric. If using 2 fabrics (main/lining) then ½ yard of each fabric
- Interfacing: 1 yard-Bosal's DUET FUSE II

½ yard Pellon's 72F Stiff Double-Sided Fusible Interfacing

- Hardware: 6 ft of .140 wide spline, Buttons - totes without closure 2 large and 2 medium. Totes with closure 1 or 2 sew-in magnetic snaps or buttons and 4 medium and 4 small or 2 large and 2 medium
- Notions: Walking Foot, Parchment paper or teflon sheet, removable marking tool, Milliner's size 7 hand sewing needle
- Homework necessary: Please have or template cut out to the size of the tote you are going to make. My recommendation is to photo copy all 3 sizes separately

### **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.