



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: Pinwheels and Rectangles
- Proposed Date(s): May 5, June 2, June 23, 9:30-5:30
- Sessions for the class: 3
- Skill Level: Confident beginner
- Class Description: This class will be making the Quilt in a Day pattern Pinwheels and Rectangles. We will go over fabric choices, cutting, piecing half square triangles and quilt assembly. This is a fun pattern where the true design doesn't appear until final assembly. It looks harder than it is!
- Special skills needed prior to signing up for class: Students should be familiar with their machine
- Minimum and maximum of students for your class: 2-10
- Instructor name(s) and contact information: Lenore Ryden, 909-633-4385

Class Specific Supplies:

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

- Pattern: Pinwheels and Rectangles from Quilt in a Day
<https://quiltinaday.com/products/pinwheels-rectangles-eleanor-burns-signature-quilt-pattern-copy>
- Fabric: We will choose fabric at the first class
- Interfacing: none

- Hardware: none
- Notions: Quilt in a Day half square triangle ruler
- Homework necessary - yes

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.