



# The Embroiderers' Guild, Queensland Inc.

Patron: Ms Janet De Boer, OAM

## GENERAL CLASS INFORMATION

1. **Class start time** – students should arrive no later than 15 minutes before the nominated start time and preferably 30 minutes before. This allows time to set up your equipment, look at the tutor's display and receive and pay for any kit.
2. **Requirements List** – please bring all items specified for the class.
3. **Payment of class kits** – please bring exact cash payment for class kits on the day of the class and place in an envelope marked with your name.
4. **Lunch and morning tea** – please bring your own lunch, snacks and drinks. At present, and due to the implementation of safe COVID-19 practices, the Guild's kitchen facilities are closed.
5. **Mobile phones** – please turn mobile phones to silent during the class and leave the room if necessary to take or make any calls.
6. **Housekeeping** – please place waste threads etc. in the baskets provided and clear up your work area before leaving. Helping the tutor at the end of the class is greatly appreciated.
7. **Classes requiring a sewing machine** – it is important that any machine brought to the Guild is in good working order and that you are familiar with its use.
8. **Class information** – classes may require further work at home to complete the project.

Please contact the Class Registrar for any queries at: [classes@embroiderersguildqld.org.au](mailto:classes@embroiderersguildqld.org.au)

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