



The Embroiderers' Guild, Queensland Inc.

Patron: Ms Janet De Boer, OAM

Class Protocols at the Guild

1. **Class information** – please read class information carefully to understand what will be taught and what you need to do to prepare. Classes may require further work at home to complete the project.
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.
4. **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.
5. **Lunch** – please bring your own lunch. Food and drink should not be taken to the work tables or near any embroidery. Coffee breaks and lunch are held either in another room or in a separate area of the classroom.
6. **Mobile phones** – please turn mobile phones off or to silent during the class and leave the room if necessary to take or make any calls.
7. **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.
8. **Classes requiring a sewing machine** – it is important that any machine brought to the Guild is in good working order, preferably recently serviced, and that the tension has been checked. Please also ensure that you are thoroughly familiar with its operation and bring the tool kit, spare needles and instruction manual to assist you.

Please feel free to contact the Class Registrar to discuss any of the above.

March 2018

The Embroiderers' Guild, Queensland Inc.
149 Brunswick Street
Fortitude Valley Qld 4006
Australia

Telephone: +61 7 3252 8629

Email: classes@embroiderersguildqld.org.au

Website: www.embroiderersguildqld.org.au

ALL MAIL: PO Box 150, Fortitude Valley Qld 4006
ABN 82 334 387 719