*INSTRUCTORS: To complete form: Use your mouse to move between open text fields.   
Click on a box to add supplies (X = required, blank = omit).   
Name the document using the format:* ***SOTR\_ClassDescription\_Instructor\_Date*** *send via e-mail to* [*cmoran1035@gmail.com*](mailto:cmoran1035@gmail.com) *+ cc:* [*becky@sewingontheriver.com*](mailto:becky@sewingontheriver.com)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class Title | Enter Class Title | | | | | | | | |
| Instructor | Enter Instructor Name(s) | | | | | | | | |
| Days / Dates | Select 1st Class Date | | 2nd class date | 3rd class date | | | 4th class date | | 5th class date |
| Times | 10:00 a.m. | | | to | | 2:00 p.m. | | | |
| Tuition | $ Enter Tuition Amount | | | per | | Choose an item. | | | |
| Kit / Supply Fee | $ Enter the Kit or Supply Fee | | | | | | | | |
| Class Description | Enter comprehensive class description, no limit to text entry | | | | | | | | |
| Class Size | Minimum: | Enter the min # | | | Maximum: | | | Enter the max # | |
| Additional Details | Enter additional details for class participants or SOTR staff | | | | | | | | |

Class Supplies ~ Check all that apply:

**Machine with power cord and foot pedal:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Sewing Machine |  | Embroidery Machine |  | Serger |
|  |  |  | Minimum Hoop Size: Enter min hoop size |  | |
|  | Other - specify | Enter other machine info if rqd | | | |

**Basic Sewing Supplies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Scissors |  | Rotary Cutter |  | Sewing Threads |
|  | Pins |  | Cutting Mat |  | Embroidery Threads |
|  | Seam Ripper |  | Rulers |  | Serger Threads |
|  | Cutting Mat |  | Specify rulers needed |  | Bobbins |
|  | Describe Other |  | Describe Other (2) |  | Describe Other (3) |

**Westalee Rulers Class Supply List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Machine with the ability to **Drop Feed Dogs** | | | | |
|  | Ruler foot specific to your machine (High, Medium, Low Shank, or Bernina shank) | | | | |
|  | Westalee Ruler Set | | Describe the Ruler set required | | |
|  | Additional Rulers | | Describe any additional rulers required. | | |
|  | Quilter’s Gloves |  | Supreme Slider  (or similar product) |  | Sew-Steady Table  (highly recommended,  not mandatory) |
|  | Plain Fabric Quilt Sandwiches | Qty: | Enter quantity of Quilt Sandwiches rqd | of | Enter square inch # for Quilt Sandwiches” squares |

**Free-Motion Quilting Class Supply List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Machine with the ability to **Drop Feed Dogs** | | | | |
|  | Free Motion Quilting foot specific to your machine | | | | |
|  | Additional Rulers | | Describe additional rulers rqd | | |
|  | Quilter’s Gloves |  | Supreme Slider  (or similar product) |  | Sew-Steady Table  (highly recommended,  not mandatory) |
|  | Plain Fabric Quilt Sandwiches | Qty: | Enter Qty of Quilt Squares | of | Enter # of Inches for each sq” squares |