

**MISSION STATEMENT**

The purpose shall be to foster the art of needlework: with special emphasis on work done with a needle with an eye and related disciplines; with an eye to encourage high standards of design and technique; and to bring together members who shall learn, share, teach and participate to the fullest extent in this endeavor.

***FROM THE PRESIDENT***

One of the things I love best about the morning programs at NTGM is when I come away surprised and inspired. I am delightfully surprised when a presenter has totally unexpected work and I see a new way of looking at the world of fiber art. I am inspired when I am exposed to work that is high quality in both its artistic merits and its technical creation. I thought Linda Taft Walburn filled the bill nicely in January. I am personally going to try to get that eco printing working for me! I know that the rest of the year is also going to be exciting and inspiring.

I hope that all of you will consider coming to Community Service Day on February 13<sup>th</sup>. We always have fun, and this year we have something for everyone, whether or not you can sew, knit or crochet. Full details of the fleece items will be in the newsletter.

The other projects are twiddlemuffs and/or lap blankets for dementia patients. These are either simple tubes of knit or crochet fabric (muffs) or small fabric lap blankets with binding (think mini quilts – wholecloth or pieced). The idea is that small items are securely stitched to the muffs/blankets to provide sensory stimulation or calming for agitated people (see pages 8-11 for supplies and instructions).

Hope to see you in February!

*Debra Gash*



# FEBRUARY



## *From Membership Chair Barbara Gash*

Tell friends about the newly pro-rated dues fee for NTGM - only \$25 for the remainder of the year, with lots of great programs and workshops coming up! I will be at the February meeting OR send check and information to:

Barbara Gash  
\_\_\_\_\_ Drive  
Bloomfield Hills, MI 48304

Be sure to let us know of any email, address or phone changes.

Guests are always welcome for our morning programs, for a nominal \$5 fee.

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## **LOCATION**

St. Stephen's Episcopal Church  
5500 N. Adams Road  
Troy, MI 48098

The church is on the east side of Adams Road, south of Square Lake Road and north of Long Lake Road.

There is ample parking.

Our direct entrance is toward the rear of the church, which is a slightly longer walk but there are no steps.

If you enter through the front door, the church office is to the right, and they can direct you to our meeting space.

## **MEETING TIMES**

Flea Market, Library, and Social time begins about **9:30**

Business Meeting starts at **10:00**

Program immediately follows the Business Meeting

Workshop Hours on Tuesday from **12:30 to 3:30**

Workshop Hours on Wednesday from **9:30 to 3:30**

**NEWSLETTER SUBMISSIONS** mcksews@gmail.com

**MORE INFORMATION** [ntgm.org](http://ntgm.org)

# *February Community Service*

February 13

We will be making fleece scarfs and hats for homeless veterans, which the Michigan Veteran Foundation and the Jewish War Veterans have indicated are greatly needed. NTGM will supply the fleece and hat pattern. **See page 8 for supply list.**

Any questions, please contact Barbara Gittleman at \_\_\_\_\_.

The other projects are twiddlemuffs and/or lap blankets for dementia patients. These are either simple tubes of knit or crochet fabric (muffs) or small fabric lap blankets with binding (think mini quilts – wholecloth or pieced). The idea is that small items are securely stitched to the muffs/blankets to provide sensory stimulation or calming for agitated people.

**See pages 8-11 for supplies and directions.**

**Please consider participating  
in this charitable effort to aid our vets.**

# March Program

March 13 - 14

## ANA LISA HEDSTROM

### Influences of Ethnic Textile Traditions

Ana Lisa, a national speaker and instructor, will show and talk about her work and techniques. She will share images of ethnic textile traditions that have informed and inspired her including Japanese shibori, Chinese carved clamp resist and African machine-stitch resist.

[analisahedstrom.com/](http://analisahedstrom.com/)

### Workshop

“Machine-Stitch Resist”

Students learn how to use shibori resists on fabric for dyeing, including Itajime folding and clamping, Kyokechi carved clamp shibori, a simple arashi process and stitch resist. Sewing machine stitches through folded or layered fabric act as a clamp to control where the dye penetrates the fabric. Rayon thread allows for easy pulling of stitches. A variety of dye techniques will be incorporated into the process. This will be an informative and intense workshop. Intermediate level for sewers and dyers.

**Class Fee: \$72 (this workshop only)**



**Kit Fee: \$25.00. See supply list on page 18.**

**Seats Available: Wait List (4)**

# April Program

April 10 - 11

## HELEN WELFORD

### Historically Inspired

For over 25 years Helen has researched, designed and sewn costumes, which might have been worn in the ballrooms of the 19th and early 20th century. She'll show how fashion has changed as a result of developments on the world stage and explain how the influence of society and the textile industry have affected fashion and its construction. A fashion show will give us a close look her historically inspired costumes, both inside and out, plus her current work -- vintage inspired fashions created with new materials and treatments.

### Workshop

“Variations on a Jacket Theme”

Helen will discuss color, texture and fit in garments that complement the wearer's best features. Participants will be guided in considering design lines, shapes, textures and colors, choosing between two jacket patterns with options for seams, sleeves, length and fabric placement. The workshop will focus on selecting pattern pieces, creating and fitting a muslin, and making a pattern for a final jacket. Those new to sewing garments can choose to simplify their jacket for a faster and easier introduction to garment making! Beginner to intermediate level.



Kit Fee: TBD. See supply list on page 19.

Seats Available: **Wait List**

# May Program

May 8 - 9

## MICHELLE DOBRIN

### Fiber Art

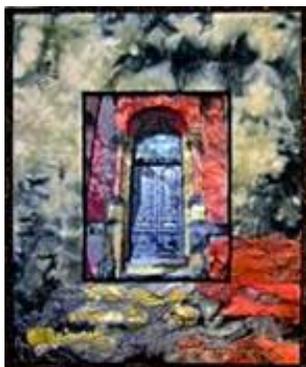
Michelle is an international speaker and instructor. In her PowerPoint presentation, she will discuss her evolution as a self-taught fiber artist, show photos of past and current work, and discuss the materials and techniques used. She will show samples of her work and have copies of her published printed materials.

<http://www.michelledobrin.com>

### Workshop

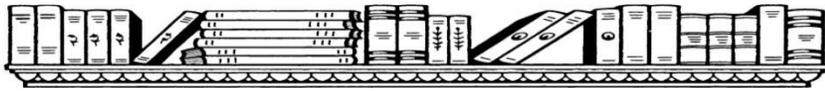
“Stitched Photo Landscapes”

Michelle will guide students in creating abstract fabric designs on a small scale for notecards, bookmarks, and mats. Students will layer fibers, bits of fabrics and recycled paper scraps and then sew them together with free-motion sewing. This exercise prepares the students for Wednesday’s project, turning landscape photos into textured fiber art. Prior to the workshop students email a digitally landscaped photo to Michelle and she will enhance and print it onto fabric. With Michele’s design guidance students work with their digital fabric adding small rectangles of fabric to shape and color the background. Machine sewing tiny stitches adds texture. The finished piece is wrapped around canvas stretcher bars ready to hang on the wall. Beginner to intermediate level.



Kit Fee: TBD. See supply list on page 20.

Seats Available: Wait List



## NTGM Library News

February 2018

**There will be no library checkouts at Community Service Day!**

**Please remember to return any items you have checked out!**

**Be sure to check the library table for new items each month.**

**As always, if you have a particular item/s you would like to see us purchase, please let Deb know.**

### **GOALS and POLICIES**

1. The goal of the NTGM library is to provide all members with free access to books and other materials on a wide range of fiber art-related topics. As with any public library, we need to be sure books stay in circulation by ensuring that they are returned in a timely fashion. Please be considerate of other members and try to return your materials by the next meeting. You must be a current member to check out any materials.
2. If you check out books and cannot come to the next month's meeting, please find someone to bring them in (check your NTGM directory) or mail them, so that other members may have access as well. Many people did a fabulous job of this last year. We realize that last minute things come up that may prevent you from attending a meeting (illnesses, etc.), but people do wait for a book to come back in.
3. Due to the popularity of the library, we must limit the number of materials checked out by a member to a maximum of 5 per month.
4. If something bad happens to your book (the P.O. loses it, the dog eats it, you spilled ice cream over it at the beach, etc.), please expect to replace it for the Guild. If you have friends who are not members who would like to use this resource, please encourage them to join. YOU are responsible for any items checked out in your name.
5. Finally, we will continue to make reminder calls the Monday before meetings, if it is helpful. Please be sure to write your phone number legibly on the check-out card.
6. As always, if you have a particular item you'd like to see in the library, please let us know. Email me ---I can't remember items mentioned at the meetings!
7. Please DO NOT return items to the church office!!

## **Community Service Day Supplies Veterans' Project**

Seminar Day on Tuesday, February 13, 2018, is a community service project day. We will be making fleece scarfs and hats for homeless veterans, which the Michigan Veteran Foundation and the Jewish War Veterans have indicated are greatly needed. NTGM will supply the fleece and hat pattern.

### **We will need members to:**

- Cut and/or sew. (Mostly sewing)

### **We will need a few members to bring:**

- Large mat boards and large rotary cutters (a few scalloped or pinking rotary blades)
- Large ruler - 36" or longer for cutting guide)

### **Everyone else, bring:**

- Sewing machine with a zigzag throat plate
- Thread - white, red and or navy
- Small scissors
- Straight pins
- White marking pencil

Any questions, please contact Barbara Gittleman at \_\_\_\_\_.

## **Additional Community Service Day Supplies Twiddle Muffs or Blankets**

Even if you are NOT going to make a twiddle muff or blanket, please consider donating leftover items from your stash for the sensory bits:

- Scraps of novelty or acrylic yarn – great way to get rid of those little pieces or garish colors
- Ribbons that don't shred, have wire inside, rickrack, etc.
- Pony or other large beads
- Small rings, loops or buckles
- Bits of shiny, soft, or textural fabrics
- Buttons
- Plastic zippers
- Don't forget that men need twiddlemuffs, too, so any masculine buttons, etc.
- Fasteners – snaps, velcro, snap tape, eyelets, clips from bags
- Trimmings, fringes, braids, bows, roses, embroidery patches, tassels
- shoe laces (plastic ends removed)
- Baby toys – sensory items from play gyms, rattles with tethers, orbit ball, wrist etc., cloth books, plastic rings, twisty rings, soft chime balls, cloth textured cubes- just keep it small.

If you'd rather sew a little lap blanket, here's a great site for instructions:

<http://www.sashcharity.org/wp-content/uploads/2015/07/Comfort-Blanket-instructions.pdf>

Just bring in a sewing machine with thread and needle, a piece of sturdy fabric and a soft backing fabric if desired. You can zigzag around the edges, or use binding as in a little quilt.

## Twiddle Muff Knitting Instructions

Knitted in the round as one piece, decorated, turned and ends sewn together. The muff must be machine-washable, embellishments securely stitched in place and ends are securely woven in. Any ends for twiddling should be non-fray.

### Materials:

- **Yarn:** worsted – plus optional yarns: chunky, mohair, ribbon, soft novelty.
- **Needles:** 8mm circular needle for knitting a 12” circle.  
Or 8mm straight needles, knit a 23” rectangular and sew into a tube.

### Instructions:

- Cast on 40 stitches
- If using circular needles join the stitches.
- Work in a variety of stitches and yarns until work measures 23”.
- Cast off.

### Decoration:

- Decorate the muff body with beads, buttons, ribbons, loops, etc.
- Secure all embellishments and end threads.

### Finishing:

- Turn tube inside out.
- Push the cuff up inside the muff body
- Sew together the two short ends.



## Twiddle Muff Crochet Instructions

Crocheted in the round as one piece. Bobbles are optional and can be crocheted in rows or as individual bobbles. The muff must be machine-washable, embellishments securely stitched in place and ends are securely woven in. Any ends for twiddling should be non-fray.

### Materials:

- **Yarn:** worsted – plus optional yarns: chunky, mohair, ribbon, soft novelty.
- **Hook:** 8mm (L hook) or size required for gauge
- **Gauge:** 10 stitches and 9 rows to 4"

### Make Bobble (mb):

- [Yarn over hook, hook through stitch, yarn over and pull through 2 loops] 5 times in same stitch, yarn over and pull through all 6 loops on hook, chain 1 to secure.

### Bobble Round:

- [make bobble in stitch, single crochet in next stitch] to end of one round.
- The chain that secures each bobble does not count as a stitch and should be skipped over to make the next bobble.

### Instructions:

- Chain 40 stitches. Taking care not to twist the chain, slip stitch into furthest chain from hook to make a ring.
- Chain 1 (does not count as first stitch), 1 half double crochet in each stitch until the muff is 23" long – adding bobbles as desired.
- Fasten off and cut yarn leaving a long tail (2 yards) for finishing off.

### Decoration:

- Decorate the muff body with beads, buttons, ribbons, loops, etc.
- Secure all embellishments and end threads.

### Finishing:

- Turn tube inside out.
- Push the cuff up inside the muff body
- Sew together the two short ends.



## Twiddle Muff Sewing Instructions

Sewn and decorated. The muff must be machine-washable and have embellishments securely attached.

### Materials:

- A variety of soft and textured fabrics.
- Stuffing, optional
- Ribbons, beads, fringe, buttons

### Instructions:

- Cut and sew two fabric rectangles (for the inside and outside of the muff) about 7 ½" x 12 ½" long.
- If stuffing the inside of the muff, add more width to accommodate the extra padding and fabric about 8" or 8 ½" to both panels.
- Sew in some variety: pockets, loops, ribbons, tabs

### Decoration:

- Decorate the muff body with beads, buttons, etc. leaving room to sew a few inches along the edges to sew seams.
- Secure all embellishments.

### Finishing:

- Right sides together sew a ½" seam on one of the width ends, iron seam flat to create a rectangle 7 ½" x 24". Optional: capture fringe in the seam.
- Sew a ½" single-folded hem along each of the short sides – 7 ½" x 23"
- Fold the right sides together along the length and sew the long seam to create tube – 14" diameter x 23" Iron to flatten seam.
- Turn tube inside out.
- Push the inside fabric up inside the muff body
- Sew the open side of the muff closed. Optional: Capture fringe in the seam before sewing.



## KNITWITS

Join the "KNITWITS" this year for a lovely morning/afternoon of knitting on the first Monday of the month. We gather around 10am, have lunch around noon, and stay until whenever - usually about 2pm. We bring our own lunch and our hostess provides us with a dessert and beverage. The dates and hostesses are listed below. Just let the hostess know that you will be attending, and we'll look forward to seeing you there.

December 4	Kathy Shuller
January 8	Joyce Smith
February 5	Jean Clark
March 5	Arlene Lullove
April 2	Susan Sonders-Nabor
May 7	Sophie Malkowicz
June 4	Jan Gammons



## ARTFUL QUILTERS

*a contemporary art quilting group*

WHEN: the third Tuesday of the month from September to June  
1:00 to 3:00pm

WHERE: Oak Park Recreation Center  
14300 Oak Park Boulevard  
Oak Park 48237  
248-691-7555

CONTACT: Barbara Gittleman  
[barbaragittleman@gmail.com](mailto:barbaragittleman@gmail.com)

## NTGM Beading Group

Join us this year for a lovely morning/afternoon of beading, on the first Tuesday of the month. Everyone is welcome, from beginners to experienced beaders. You will have the opportunity to work on the design or technique of your choosing, with the assistance of a teacher to guide you through the process.

Bring your beads and your design/pattern/technique ideas, along with standard beadwork equipment (**work surface, small sharp scissors, beading needles and thread, task lighting, and magnification**).

We gather around 10am, have lunch around noon, and stay until whenever - usually about 2pm. We bring our own lunch and our hostess provides us with a dessert and beverage. The dates and hostesses are listed below. Just let the hostess know that you will be attending, and we'll look forward to seeing you there. Questions? Contact Sharon at [mcksews@gmail.com](mailto:mcksews@gmail.com).

December 5	Susan McCarty
January 2	Sophie Malkowicz
February 6	Joan Koelsch
March 6	Ellie Herkommer
April 3	Terry Bell
May 1	Jeanne Sarna



### IP (I'm Prepared) Kit

- Basic Sewing Supplies  
Needles, pins, thread, thimble
- Scissors - paper and fabric
- Paper and pencil

The ANN ARBOR FIBERARTS GUILD presents

## Fiber Feast 2018

*Fashion Show, Luncheon and Sale!*  
Saturday, April 21



Tickets: Call (734) 693-2323, no ticket sales at door.  
Assigned seating—Doors open at 11:30am, \$35/person  
Washtenaw Community College, Morris Lawrence Building  
4800 E. Huron River Drive, Ann Arbor, MI 48105



[annarborfiberarts.org](http://annarborfiberarts.org)

From left to right: Bonnie Kay, Susie Krage, Judy Petrovich. Earrings: Amy Cameron. Background image: Anne Flora

For pre-sale tickets, mail a check to Jeanne Sarna, Parkview Drive, Troy, 48908-2243. If you will not be at the February meeting, include a self-addressed stamped envelope. For more information, call Jeanne at \_\_\_\_\_.

## **NEWS FROM THE PROGRAM COMMITTEE**

### March Program

Ana Lisa Hedstrom

Upcoming special program: Ana Lisa, a national speaker, will share images and samples of ethnic textiles in the tradition of Japanese shibori, Chinese carved clamp resist and African machine stitch resist.

### April Program

Helen Welford

We need several models for Helen's fashion show. She will have both historical inspired costumes and her vintage inspired fashions brought together with new materials and treatments.

We also need volunteer(s) to provide lunches for Helen and the workshop assistant on Tuesday and Wednesday. Please contact Terrie Voigt (248-703-5629) if you can help.

**The Program Committee is looking for future program and workshop presenters.**

Let one of the committee members know if you have an artist you want to recommend?

## NEEDLEWORK AND TEXTILE GUILD OF MICHIGAN (NTGM)

### Lecture and Workshop Proposal Guidelines for 2018-2019

Submission Deadline: **February 20, 2018**

The planning committee is currently looking for programs and workshops for 2018-2019 year. We acknowledge every submission and may ask for more information. If selected, we will send you a contract outlining the details. If we are unable to use your program at this time, we would like to hold your proposal for consideration for 2019-2020.

The Needlework and Textile Guild has been meeting for over 40 years and has a membership of approximately 60 with broad skill levels and interest in all forms of fiber art including quilting, surface design, knitting, crocheting, basketry, beading, felting, embroidery, wearable and multi-media art. We meet on the second Tuesday of the month at the St. Stephen Episcopal Church, 5500 N. Adams Rd. Troy MI 48098.

#### TUESDAY MORNING PRESENTATION

- PROGRAM: Trunk show, demonstration and/or PowerPoint presentation.
- TOPIC: Fiber related programs.
- TIME: About an hour in length, presented after the 10:00 am business meeting.
- COMPENSATION: \$150.00 for the morning presentation.
- SALES: Presenters are asked to pay NTGM 15% of their sales.

#### WORKSHOP

1. TOPIC: Fiber related including ways to enhance fiber such as displaying or mounting.
2. GOAL: What will the participants learn and/or complete in the workshop?
3. CHOICE: Instructors may elect to conduct a half-day workshop on Tuesday afternoon 12:45 pm – 3:45 pm., a one-day workshop on Wednesday 9:30 am – 3:30 pm. or a day and a half workshop including both Tuesday afternoon and Wednesday.
4. COMPENSATION: Tuesday half-day workshop: \$150.00 (lunch included with morning presentation). Wednesday only workshop: \$300 and lunch. A day and a half workshop on Tues and Wed: \$450.00 with meals plus lodging available with a guild member.
5. CLASS SIZE: The typical number of students range from 12 to 20.
6. SUPPLY LISTS: The instructor provides a student supply list as soon as possible and at least 2 months prior to the workshop.
7. CLASS KITS: Hard-to-find materials, supplies and tools to purchase or for use during the workshop. Students pay the instructor for their kit at the beginning of the workshop.
8. SALES: Instructors may sell their artwork plus products that are used in the workshop. Instructors are asked to pay NTGM 15% of their sales. This does not include the class kit.

#### TRAVEL COMPENSATION

1. Mileage will be provided at ½ the current IRS rate.
2. Out-of-state: If you choose to fly instead of drive, we would ask you to obtain as inexpensively as possible an Economy Class ticket.

Note: NTGM reserves the right to share any instructor expenses with other guilds or groups.

## NTGM PROPOSAL FORM

1. NAME:

2. CONTACT INFORMATION (List the best way to contact you):

\_\_\_\_ EMAIL ADDRESS:

\_\_\_\_ PHONE:

\_\_\_\_ ADDRESS:

3. BUSINESS NAME:

\_\_\_\_ WEB SITE:

\_\_\_\_ ETSY SITE:

\_\_\_\_ FACEBOOK:

\_\_\_\_ OTHER:

4. Write a brief biographical background with information you would like to share including exhibitions, galleries or publications. Include photos of your work.

5. Do we have permission to publish your business and biographical information in our newsletter or on our website? Yes \_\_\_\_ No \_\_\_\_

6. Will you be selling Merchandise? Yes \_\_\_\_ No \_\_\_\_ (15% of sales go to the NTGM)

### Designate All Dates Available In 2018 - 19

\_\_ Sept 10-11 \_\_ Nov 12-13 \_\_ Jan 14-15 \_\_ March 11-12 \_\_ April 8-9 \_\_ May 13-14

***If you have more than one lecture or workshop proposal, copy and fill out additional sections A and/or B as needed.***

### SECTION A: LECTURE

1. TITLE:

2. DESCRIPTION including what you plan to discuss, demonstrate and/or show:

3. POWERPOINT PRESENTATION: A large screen television or digital projector with a connector for a Microsoft computer is available. Apple computer users need to provide a connector. Which do you prefer?

a. LARGE SCREEN TV \_\_\_\_\_

b. DIGITAL PROJECTOR \_\_\_\_\_

4. ROOM ARRANGEMENTS:

a. # TABLES needed for display, demonstrations and/or sale items \_\_\_\_\_

b. # MODELS OR ASSISTANTS to show items to audience? \_\_\_\_\_

c. Other needs? \_\_\_\_\_

**SECTION B: WORKSHOP**

WORKSHOP: \_\_\_\_ ½ Day workshop \_\_\_\_ 1 Day Workshop \_\_\_\_ 1 ½ Day Workshop

1. TITLE:

2. DESCRIPTION including what you will demonstrate and what the students are expected to accomplish (samples, finished pieces):

3. MAXIMUM # of students. (Minimum is 14 and maximum 18) \_\_\_\_

4. CLASS KIT? Yes \_\_\_\_ No \_\_\_\_ Required \_\_\_\_ Optional \_\_\_\_

5. ROOM ARRANGEMENTS

a. # of STUDENTS per 6 foot round tables or 6 or 8 foot long tables: \_\_\_\_

b. # of TABLES for demonstrations, supplies and sales: \_\_\_\_

c. Special needs such as access to a utility sink, outlets, irons, sewing machines, plastic table coverings, tarps.

Email (or mail) this form to Terrie Voigt, [tvoigt03@gmail.com](mailto:tvoigt03@gmail.com) (2620 Coral Drive, Troy, MI 48085) by **February 20, 2018**. Include any additional information you would like us to review. Questions: Email, text or call Terrie – 248 703-5629 (If no answer, please leave a message)

Thank you. We look forward to hearing from you!

The Planning Committee,

Terrie Voigt, Arlene Lullove, Barbara Gittleman, Barbara Skimin, Susan Sonders-Nabor, Claudia Scroggins



## March Workshop Information

**Ana Lisa Hedstrom**

### “Machine-Stitch Resist”

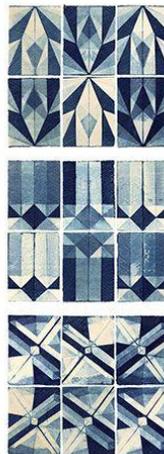
**Kit Fee: \$25.00**

**Kit includes:**

- Fabrics and scarves
- Dyes and chemicals

**Student Supply List**

- Dyeable fabric (cotton, linen, silk, bamboo, blends)
- Sewing machine
- Basic sewing tools and supplies
- Nylon thread
- Table covering
- Rags or sponges
- Towels
- Small bucket
- Pen and notepaper
- NOTE: if you want to dye yardage for Helen’s jacket workshop, you need to bring fabric that is tightly woven and structurally sound
- 



**Helen Welford**

**“Variations on a Jacket Theme”**

**Kit Fee:** TBD

**Kit includes:**

- 

**Student Supply List**

- Fabric – tightly woven and structurally sound
- Hand-printed, manipulated, quilted, or unusual fabrics that can be used for yardage, panels, or embellishment
- Sewing machine
- Basic sewing tools and sewing supplies
- Sewing scissors
- Marking pen
- Tape measure
- Pen and notepaper



## May Workshop Information

**Michelle Dobrin**

### “Stitched Photo Landscapes”

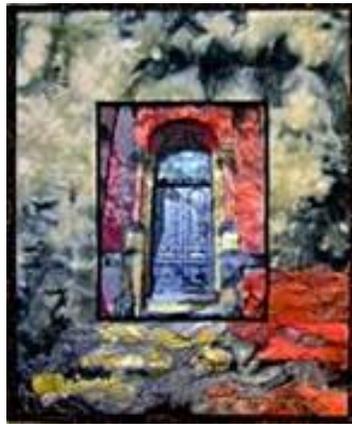
**Kit Fee:** TBD

**Kit includes:**

- Digitally prepared fabric from your photo

**Student Supply List**

- Sewing machine
- Basic sewing tools and supplies
- Bits of fabrics, fibers, and recycled paper scraps
- Canvas stretcher bars
- Pen and notepaper



## NTGM Workshop Policies

1. **Signing up** – signup sheets are to ensure that there is enough interest for a workshop to run. Putting your name on the list is NOT registering for the workshop; it only indicates that you are interested in taking it.
2. We have not had to cancel a workshop due to lack of interest for several years. Our workshops have been very popular, and often fill up quickly due to interest and class size limitations on the instructor's part. Therefore, if you think you would like to take a workshop, we urge you to register early. A minimum of 12 is required for a workshop to run, unless special circumstances exist.
3. Non-members will be eligible to sign up for NTGM workshops at the end of the morning program one month before the workshop, provided there is space. Non-members will pay an additional \$5 per half day of workshop instruction.
4. **Registering** - To register for a workshop, you must either a) fill out a coupon in an NTGM newsletter, and send the coupon with a check to the Program Chair, or b) put your name on a signup sheet at a meeting **AND** give a check or cash to the Program Chair.
5. Once you register for, and pay for a workshop, you are taking a seat in that workshop. You will be sent any class instructions and supply lists. In addition, the instructor may prepare a kit for you (if there is a kit). Your payment signifies your commitment to attend the workshop.
6. **Cancelling** – Your payment is a commitment to attend, a commitment by the instructor to have materials available for you, and it means that someone else may not be able to take the workshop; therefore cancellation (especially at the last minute ) is discouraged.
7. NTGM policy has been that any last minute cancellations must be taken to the Board for review if a refund is requested. Only true emergencies like hospitalization, deaths in the family, etc. should come to the board for approval of a refund. Vacations, appointments, etc. are not considered emergencies. For emergencies or other unusual circumstances, refunds will be given as long as the minimum number of attendees has been met (determined by the treasurer based on the current rate of pay for instructors). This ensures that NTGM can afford to pay the instructor.

8. You may cancel your workshop registration for a full refund **from NTGM** without Board approval if:
  - a. You notify the Program Chair **at least one month** before the workshop, and preferably before or at the meeting the month before your workshop. For example, you need to notify the Program Chair at or before the October meeting to cancel the November workshop. That gives us the opportunity to announce an opening at the meeting. **AND**
  - b. There will still be at least enough attendees to meet the financial minimum requirement signed up for, or on a waiting list for, the workshop you wish to cancel. In order for NTGM to cover the expenses of the workshop (including teacher fees, incidentals such as food for the teacher, mileage or other travel reimbursement, and the room rental fee), we must have at enough participants in each workshop to meet our financial responsibilities. If your cancellation would result in the Guild's inability to cover its expenses, you will not receive a refund. This includes the kit fee.
  - c. Note that if the instructor wants the kit fee paid for no-shows, people who cancel will still be responsible for the kit fee- even if they are not attending. As a Guild, we should strive to maintain a good reputation with instructors, and refunding workshop fees without collecting kit fees damages our integrity. You always have the option of selling your unused kit to another member.
9. If you need to cancel less than one month ahead for a non-emergency, it is up to you to find a replacement, and get the workshop and kit fee from that person. This transaction is between the two of you, and not NTGM, but we ask that you notify the Program Chair so that she may give you a list of people on the waiting list. You are responsible for calling and finding a replacement. Once you do find a replacement, please let the Program Chair know, so she can correct the participant list. This is very important, as instructors sometimes need to contact participants before the workshop.
10. If an instructor cancels due to emergency less than 1 month in advance, NTGM will do its utmost to find a suitable replacement. Attendees will be notified of the change and given the option of asking for a refund, within 2 days, or staying with the substitute instructor. It is the attendee's responsibility to respond to the notification. Should participation drop below the financial minimum required, the workshop will be cancelled.

Revised 08-31-2016

## WORKSHOP REGISTRATION

Ana Lisa Hedstrom Workshop Fee \$72

"Machine Stitch Resist" Kit Fee \$25

March 13 - 14

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

### IMPORTANT

- Send one form and one check for each workshop.
- To pay by CHECK:  
Mail check(s), post-dated to the workshop date and made payable to NTGM, and registration form(s) to the address below.
- To pay with CASH:  
Place registration form and cash in available 'cash payment envelope' and give directly to one of the Program Chairs.

Do not add kit fee to your check. This fee is paid directly to the workshop presenter on the first day of the workshop.

#### **MAIL FORM and CHECK to:**

Barbara Skimin  
4073 Summerfield Drive  
Troy, MI 48085

Checks should be made payable to NTGM with the workshop selection in the memo line.

#### **QUESTIONS?**

Contact:

Terrie tvoigt03@gmail.com

Arlene loveaep@hotmail.com

## WORKSHOP REGISTRATION

Helen Welford Workshop Fee \$60  
"Variations on a Jacket Theme" Kit Fee TBD

April 10 - 11

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

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#### **QUESTIONS?**

Contact:

Terrie tvoigt03@gmail.com

Arlene loveaep@hotmail.com

## WORKSHOP REGISTRATION

Michelle Dobrin Workshop Fee \$60  
"Stitched Photo Landscapes and Abstract Art Cards" Kit Fee TBD

May 8 - 9

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

### IMPORTANT

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