

SUBMISSION DEADLINES

The Quilt Basket's Journal Newsletter

Due to the time involved in development, all features, news items, photos or completed samples for photographing, approved class schedules, feature profiles, etc. are due **one month prior** to the publication month of the issue in which they appear (e.g. For a June issue all materials are due no later than the mid-month of May).

Classes

To allow customers time to sign-up for classes and to ensure there are no scheduling conflicts, all written class information is due **one month prior** to the scheduled class. If this deadline is not met the class will not be posted on The Quilt Basket's website nor will it be included in the newsletter for the month it is scheduled.

Required information for posting:

- ❖ Date(s) and time span for the class (For multi-session classes all dates and times must be submitted at once. Dates and times based on space availability and management approval)
- ❖ Name of the Class
- ❖ Instructor's Name
- ❖ A brief description of what will be covered in the class
- ❖ A photo or completed sample of the subject of the class
- ❖ Skill level of attendees (beginner, intermediate, advanced)
- ❖ Class Price or per-session Price for multi-session classes
- ❖ Materials that will be supplied for the class
- ❖ Equipment and materials that an attendee is required to bring to class
- ❖ Minimum number of attendees (if not met, the class can be cancelled)
- ❖ Maximum number of attendees that the class will accommodate
- ❖ Store Manager's approval

Events

Events include weekly sew-ins, monthly club meetings, or any re-occurring gathering on a regular basis that will require reserving the classroom. Single scheduled events will be based on space availability.

Required information for posting:

- ❖ Date(s) and time span for the class (For multi-session classes all dates and times must be submitted at once. Dates and times based on space availability and Store Manager's approval)
- ❖ Name of the Event
- ❖ Whether this Event is open or closed to sign-ups by new attendees
- ❖ Event Price or Per-session Price for multi-session Events (if required)
- ❖ Store Manager's approval

