



Neal's VACUUM & SEWING CENTER Since 1951



We're With You Every Stitch of the Way

309 E. 2nd St
Muscatine, IA 52761
263-4543 OR 1-800-362-4543

www.nealsew.com

5141 Utica Ridge
Davenport, IA 52807
355-2852 or 1-877-355-2852

Teaching Guidelines for Teaching at Neal's

1. At least 12 weeks prior to projected class date, hand in your prospect sheet to Jerry. If you don't have one, it is on the next page.
2. At least 8 weeks prior to class, we need to have your supply list and your finished item. Plus in order to get it on the web site, you will need to get to Jeanette (e-mail works best) a description of the class along with the date, time, and cost, plus a picture for the website. Classes without pictures just don't get noticed. Also e-mail Jeanette a copy of the supply list in either a text file, doc file, or pdf file so that when customers sign up via the website, we can e-mail them the supply list in a format they can read.
3. 2 weeks before the class you need to check on the sign ups. If the class is needing more people, contact Jeanette before Thursday of any week, and she will send out a blurb in the weekly e-mail to try to get some interest.
4. 1 week before the class you will need to check sign ups again and if the class is not going to be a go, be sure to write cancelled in the class in TRS and let Jeanette know so it can be taken off the website. You need also to contact any signups you do have to let them know it is cancelled.
5. Anytime from 1 day to 5 days before the class, you might want to send out e-mails or call all signed up students to remind them of the class and see if their are any questions they might have.

Hopefully, following these steps will help us all have better class turn outs.

As with all rules, there are exceptions. For instance, if you are adding another session because your first one is full, no need to go through any of these steps. Also, if you are repeating a class due to popular demand, no need to run it past Jerry or if you already have at least 3 people ready to sign up for a class, just go ahead and do it, no time line necessary.

CLASS PROPOSAL

Class Title: _____

Time Needed for Class (i.e. ½ day, all day, several days, etc):

Teacher: _____

Proposed Class Fee: _____

Possible Class Dates: _____

Which store(s) will class be taught? _____

What techniques will be taught?

Viking/Neals supplies needed by student:

This proposal needs to be turned into Jerry at least 12 weeks before proposed class date(s).