

## **Viking Sewing Gallery Ultimate Sewing Place Class Instructor Expectations**

**(For freelance class instructors and non employees of the Viking Sewing Gallery)**

Welcome to the Viking Sewing Gallery or Ultimate Sewing Place. We are happy that you are interested in sharing your knowledge and skills with our customers and us. Our goal is to create excitement within our department and to share the joy of sewing on Husqvarna Viking sewing machines with the entire community! The following provides you with some expectations we have of our instructors.

- ❑ A class instructor should submit a signed Class Instructor Agreement and a Class Proposal form.
- ❑ All work done in preparation for the class is to be completed at the Instructor's place of business, home, or any other location other than the store premises.
- ❑ The class Instructor is responsible for supplying all the tools and/or materials necessary for the successful completion of the project.

- ❑ Before a class can be listed on the class schedule, the instructor should:

Submit a finished project sample that the store can use for display purposes to promote the class.

Turn in a signed copy of the Class Instructor Agreement, if not already on file.

Submit copies of a typed class supply list to distribute to class participants. See the store manager for a class supplies list format.

Work with the store manager to ensure that all necessary supplies are available for purchase at the store.

- ❑ The class instructor should treat all students, customers, and employees courteously while representing Husqvarna Viking and the Viking Sewing Gallery.
- ❑ During classes at the Viking Sewing Gallery or Ultimate Sewing Place store or event, the class instructor should sew only on Husqvarna Viking sewing machines and sergers and promote only Husqvarna Viking and White products.
- ❑ The instructor should assist setting up the sewing machines and sergers before class and help put away machines after class. Before they are put away, the machines should be in demo-ready condition.

- ❑ The class instructor is responsible for picking up the class sign-up sheet after class begins, taking roll, and then returning the sign-up sheet after class.
- ❑ At the conclusion of the class or class sequence (if more than one class), the instructor should complete a teacher's invoice, and return it with the original class sign-up sheet to the Viking Sewing Gallery department or Ultimate Sewing Place for manager signature. All originals are to be sent in for payment along with the W-9, business license copy or signed instructor agreement.
- ❑ The class instructor is responsible for calling the Viking Sewing Gallery or Ultimate Sewing Place a day prior to the class to find out the final count for the class.
- ❑ If the class is cancelled, the store manager will contact the students to inform them of the change or cancellation.