

# Sponsor a Sew Day!

## ***Grab some friends or tablemates to sponsor a day of sewing for yourself and your Guild sisters!***

What does that mean? Your group will be responsible to plan, prepare, and follow through with only one Sew Day.

### BRIEFLY:

1. Contact the secretary of the guild with a Saturday date (and alternative) and she will contact the church secretary to reserve the date.
2. Once the date is secured, it will be added to the agenda, on the website with Signup Genius, and put in the newsletter.
3. **SET-UP:** Best done the afternoon prior to the sew day. Do it yourself or find volunteers to assist—husbands, kids, grandkids, or students in need of volunteer hours (e.g., NHS, NTHS, Confirmation students, Boy or Girl Scouts). Phone numbers of advisors/leaders will be available upon request.
  - a. Set up tables and chairs, rectangular tables in NE room off of main hall.
  - b. From our storage room, find the storage container with extension cords, power strips, irons and also the ironing boards.
  - c. Set up ironing station(s) (and cutting stations, if desired)
  - d. Secure north door key.
4. **SEW DAY.**
  - Open doors. Lights.
  - Check in those who signed up, monitor.
  - Someone must be in the church hall throughout the day.*
  - CLEAN-UP.** Reverse Step 3! The room must be preserved to its original state.
  - Double check to make certain the lights are off and the door is securely locked.
  - Return the key.

### REMINDERS:

- A minimum of 15 members must sign up for the Sew Day to be held.
- A member may invite one guest per Sew Day. The same guest can attend once and is then invited to join the Guild. The same member could invite a different guest for another sew day.
- Only the Guild's irons can be used. Irons take a great deal of power, and the hall has too few outlets for sewists to bring their own.