

### Guidelines for Hosting a ComfortCap™ Production Line

1. Location. Depending upon the size of your group, you will need a place which can accommodate 6' or 8' tables, chairs, ironing stations, cutting stations, electrical outlets with adequate amperage, extension cords and good lighting. When determining electricity, keep in mind irons draw an inordinate amount of electricity while sewing machines require about 1 amp each.

2. Volunteers. Appoint two people to be facilitators and/or trainers. They will be responsible for assigning people to various tasks (see task list). The facilitators will also work to find an organization to accept the hats.

Leaders will need the following items:

Sample hats

Extension cords, power strips

Patterns

Irons and Ironing Boards

Fabric (pre-washed and pressed)

Tags and safety pins

Plastic bags for hats

Extra scissors and marking pens

Refreshments

3. Sewers should bring:

Sewing machine and instruction manual\*

Sewing machine needles and bobbins\*

Variety of threads

Scissors

Rotary cutter and mat

Ruler

Basic sewing supplies

4. \*\*Sewing Machines. If your group does not have sewing machines available, involve your local sewing machine dealer. Ask for his/her assistance in providing machines, sewing machine needles and bobbins, then include the store as a sponsor too. Perhaps he/she has a classroom you can utilize during off-hours? Locate your nearest Husqvarna Viking dealer by calling 416-759-4486 or visit us at <http://www.husqvarnaviking.com>.

5. A Sewer. Assign a knowledgeable sewer, someone who knows sewing machines and sewing techniques, to assist sewers and answer questions.

6. More Volunteers. Assign someone to obtain the right fabrics and thread. Call a local fabric store and explain your project. Ask if the store would be willing to donate the fabric. In exchange, offer to include the store as a sponsor. Then include the store's name as part of your publicity efforts and on signs or flyers. This volunteer will also be responsible for pre-washing the fabrics.

7. A Volunteer Organizer. Appoint someone to be responsible for keeping track of who participates as well as how many hats are made. This person can recruit and schedule volunteers and create a database of the volunteers' names and addresses for future reference.

8. A Volunteer Cutter. Appoint someone to be responsible for cutting out the hats. This person should have knowledge of laying a pattern out on fabric, using grain lines and sewing construction methods. This person should be able to instruct others in cutting out the hats.

9. Inspector General. Select a person to perform a quality check on each finished hat. Look for rough edges, missed stitching, hanging threads, etc.

10. A Final Volunteer. This volunteer is responsible for delivering the finished hats to the organization accepting your donation. Each hat should be labeled with the tags found inside the pattern. (These tags can be reproduced.)

#### Volunteer Task List

\_\_\_ Request supplies from local businesses and individuals

\_\_\_ Pre-wash and press fabrics

\_\_\_ Donate supplies

\_\_\_ Cut out hats

\_\_\_ Sew hats

\_\_\_ Quality Control

\_\_\_ Package and count finished hats

\_\_\_ Transportation of hats

\_\_\_ Provide refreshments

\_\_\_ Local publicity

\_\_\_ Graphic arts for flyer and sign production

\_\_\_ Raise funds

Volunteer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Area Code/Phone Number: \_\_\_\_\_