

4.A Equipment and Supplies List for Crank-In Organizers

- Wheeled carts/dollies to transport CSMs
- Goody bags and contents of goody bags
- Projectors
- Laptops
- Whiteboard or flip chart
- Door prizes
- Charitable donations
- Pens
- Markers
- Money box
- First Aid Kit
- Name tags
- Signage
- Tool kit
- Extra mats, box-o-rags
- Coffee/tea, water, snacks, ice, cooler
- Painters tape for marking floor
- Extension cords and plug strips
- Electronic or paper records of registration forms and class signups
- Evaluation forms for classes
- Evaluation forms for overall event
- Tablecloths, room decorations
- Clothesline and clothespins for displaying socks and other items made during the event

4.B Sample Crank-In FAQ's



Fourth Annual Sample Crank-In May 17 - 20, 2018

(2 pm Thursday through 2 pm Sunday)

The Lodge at Sample Conference Center

Address

City, State, Zip

Crank-In Information

Welcome to the 4th year of this fun event! Due to popular demand, we are expanding and will have room for 50 crankers in the conference room this time. Space is limited, so reservations are required.

If you'd like to see information about our previous crank-ins, please go to our group on Ravelry, [Sample Crank-In](#). To see detailed information about the venue, please go to the website for [Sample Conference Center](#). We also have a Facebook page [here](#). This is a non-profit event.

How do I make a reservation for the crank-in?

Send your completed reservation form to the Registrar as an email attachment. Send your \$(deposit and/or) registration fee through Paypal. Directions are on the reservation form. We will acknowledge your reservation after receiving your fee and the completed form.

What if there's no space when I try to reserve my spot?

We will establish a waiting list once all the spots are taken. This has been a popular crank-in that has filled to capacity all three previous years. Even though we're expanding, we have more people on the notification list than we can accommodate so don't delay if you really want to come!

When is the rest of the money due?

Your balance will be due no later than January 31, 2018. Your deposit is refundable if you change your plans. If your remaining balance is not received by the due date, your deposit will be automatically refunded, and your place will be given to someone on the waiting list.

What if my plans change and I find after January that I cannot attend?

The money you have paid by January 31, 2018, is fully refundable for any reason up to April 15, 2018. After that date, you will receive a refund only if another person can take your place.

What's Sample Conference Center like?

The historic hotel was built in 1910. The campus includes buildings, cabins and campground as well as a lake and walking trails. We will be using the modern Lodge, the Dormitory, the conference center and the dining hall in the old hotel, all within walking distance of each other. The buildings are accessible, and handicap parking is available.

What are the lodging options?

We will have several lodging options available on a first-come, first-served basis.

** Lodge: Carpeted bedroom, 2 queen-size beds, private bath, linens and towels. For 3 nights (Thursday, Friday, Saturday), \$326 for a private room or \$244 per person if you share the room with another person. The Lodge contains an elevator and several handicap-accessible rooms. There are no TV's or hair dryers provided.

** Dormitory: Tile-floor bedroom, twin bed, sink in room, toilet & bath shared with one other bedroom, linens and towels. For 3 nights (Thursday, Friday, Saturday), \$244 for a private room. There are no TV's or hair dryers provided.

** RV sites: For 3 nights (Thursday, Friday, Saturday), \$130 includes electric and water hook-ups and access to a common bathhouse. There is no dump station available.

What are the arrangements for meals?

Sample Conference Center has a dining hall in the historic hotel where they serve home-style, hot buffet meals including a salad bar containing fresh fruits and vegetables. Vegetarian and gluten-free options can be provided, and food allergies can be accommodated, if you indicate these needs when you register. We will also have bottled water, coffee and tea available between meals. You are welcome to bring your own individual snacks or snacks to share with others. Meal times are breakfast at 8:00, lunch at 12:30 and dinner at 6:30.

You will have the choice of buying the meals package for \$88 (7 meals from Friday breakfast through Sunday breakfast) or opting for no meals if you wish to eat at local restaurants. (Please note that take-out food cannot be brought into the dining hall.) We have an optional tradition of going out together for dinner Thursday evening at a nearby restaurant.

Are there any other costs to attend the crank-in?

Yes, there is a conference fee of \$25 to cover your share of the rental fees for the conference rooms where we will be cranking and holding classes as well as the water, coffee and tea that will be provided in the cranking room.

Is wireless internet available in the buildings?

Yes, it is. During our crank-ins the first two years, the signal was ok in some areas but weak in others. Last May, we found the wi-fi service much improved since it was upgraded recently.

May I bring a non-cranking family member or friend?

Your non-cranking guest is welcome as long as he or she is an adult human. We cannot accommodate children or animals at this event. If your guest needs lodging and/or meals, there is a place on the reservation form to indicate this.

Will there be classes available?

Yes, we are working on a full schedule of class offerings for various skill levels. Class fees will be paid directly to the instructors at the beginning of each class by cash or personal check. The class schedule along with instructor and price information will be sent to registered crankers soon after registration closes in January. Class sizes will be limited and spots will be reserved on a first-come, first-served basis.

Where can I get additional information or answers to other questions I have?

You may contact the Crank-In organizer, Name, at email. You may also post questions on the Ravelry group or on the Facebook group.

On our Ravelry group, you will find lots of pictures and information about our previous three crank-ins as well as Ravelry members who can testify to how much fun we have at this crank-in!

4. C Budget, Lodging and meals included

CSKMS 2016 Annual Membership Meeting & Conference Budget

	Expenditure	Revenue
Registration Fees		
* 55 attendees at \$40 each		\$ 2,200
Lodging, Meals, Conference Facility		
* 30 attendees at \$515 (private rooms)		15,450
* 20 attendees at \$380 (shared rooms)		7,600
* 10 guests at \$380 (sharing with attendees)		3,800
* 5 commuters at \$100		500
Facility		
* 30 private rooms for 3 days at \$515 each	\$ 15,450	
* 15 shared rooms for 3 days at \$760 (5 rooms = 10 crankers sharing) (10 rooms = cranker + guest)	11,400	
* 5 commuters for 3 days at \$100	500	
Goodie Bags		
* 55 bags @ \$1	55	
* 55 W2D4 skeins @ \$6	330	
* miscellaneous free items	0	
Teacher Remuneration	1,500	
Miscellaneous Supplies	100	
Totals	\$ 29,335	\$ 29,550

4.D Budget, Lodging and Meals responsibility of attendees

Category	Base Flat Fee	Flat Fee Incl. Tax/Gratuity	Base Per Person	Per Person Incl. Tax/Gratuity	Attendees	Gross Cost				Price Per Person								
						30	35	40	50	30	35	40	50					
HOTEL SPACE RENTAL																		
Main Room: Pike's Peak 3835 sq. feet 7/30-8/1 3 days @300	900.00	1158.75				1158.75	1158.75	1158.75	1158.75					38.63	33.11	28.97	23.18	
Classrooms: Wolf Creek 480 sq. ft.	300.00	386.25				386.25	386.25	386.25	386.25					12.88	11.04	9.66	7.73	
Cripple Creek 500 sq. ft.						1545.00	1545.00	1545.00	1545.00					51.50	44.14	38.63	30.90	
MINIMUM SPACE RENTAL																		
OPTIONAL																		
Meeting Room/Classroom/Extended Main Room: Long's Peak 1652 sq. ft. (can be released at no penalty up to 30 days prior to conference)	375.00	482.81				482.81	482.81	482.81	482.81					16.09	13.79	12.07	9.66	
MAXIMUM SPACE RENTAL						2027.81	2027.81	2027.81	2027.81					67.59	57.94	50.70	40.56	
CATERING																		
Welcome Reception - Cookies & Coffee (Cookies = \$22/dozen, coffee \$23/gallon)			5.58	7.19		215.66	251.60	287.54	359.43					7.19	7.19	7.19	7.19	
Saturday Banquet - The New Yorker			16.95	21.82		654.69	763.81	872.93	1091.16					21.82	21.82	21.82	21.82	
Coffee/ Tea \$22/ gallon based on consumption. Not recommended.																		
TOTAL CATERING						870.35	1015.41	1160.47	1450.58					29.01	29.01	29.01	29.01	
OTHER COSTS																		
Goodie Bag (\$4.50/bag@50 minimum)		225.00				225.00	225.00	225.00	225.00					7.50	6.43	5.63	4.50	
Book Yarn				6.50		195.00	227.50	260.00	325.00					6.50	6.50	6.50	6.50	
Book/Program (advertising supported)						0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00	
Local Info						0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00	
Vendor Flyers/Coupons						0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00	
Name Tags - Anonymous Donor						0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00	
Contest Prizes - Anonymous Donor						0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00	
Door Prizes - Donations from Vendors						0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00	
TOTAL OTHER COSTS						420.00	452.50	485.00	550.00					14.00	12.93	12.13	11.00	
Total Cost Without Options						2835.35	3012.91	3190.47	3545.58					94.51	86.08	79.76	70.91	
Total Cost With Options						3255.35	3465.41	3675.47	4095.58					108.51	99.01	91.89	81.91	
Notes:																		
Yellow highlighted line is projected cost for 30-35-40-50 people. Conference room rental costs will be on a sliding scale. Cost used here is based on 30 guest rooms rented.																		
Aprons? Require pre-order as part of conference registration at additional cost? Did we get final price/configuration on these?																		
Goodie bag price taken from 2014 budget, rounded up to nearest 50 cents. Is this realistic?																		
Assumption that cost of book will be advertising supported.																		
Book yarn budget item may not be needed if enough donations are received.																		
Total cost with options is base price plus (at this time) additional cost for Long's Peak room. We would use this room only if attendance exceeds capacity of Pike's Peak Room or if additional classroom space is needed.																		
Last year class 100% of class fees were paid to teachers. Should we add a small amount to help offset the cost of classroom space?																		
If we change the Saturday night dinner to a lunch, we could reduce the cost of the meal by \$9 per person. American Buffet dinner is \$25, lunch is \$18 before tax and gratuities.																		

4.E Sample Registration Form, including Lodging and Classes

Sample Crank-In

Date

Location

City, State

Thank you for your interest in attending the Sample Crank-In!

This year, attendance at the Crank-In is a package deal. Your payment will cover your lodging & meals for the 3 days of the Crank-In, your use of the meeting rooms & classrooms, and unlimited drinks & snacks each day. (There is a "commuter" option if you plan to sleep elsewhere.) *[Describe the venue if someplace special, including a link to their website.]*

Each member is welcome to bring one non-cranking guest. Please register your guest on the form below.

You may register and pay electronically [or by mail].

Electronically: Send form as email attachment & PayPal fees to email@email.com.

Online: Add an online registration form to the website.

By mail: Send form & check to Name, Crank-In Registrar, Address

All registrations and payments will be acknowledged within 72 hours of receipt by email.

Refund Policy: Up to 30 days before the Crank-In - full refund minus \$20 cancellation fee. Closer than 30 days - refund only if another member can take your place

4.E Sample Registration Form, including Lodging and Classes

Sample Crank-In Registration Form

Name: _____

Address: _____

City: _____

State /Province: _____ ZIP/Postcode: _____ Country: _____

Telephone number(s): _____

Email Address: _____

Emergency contact name
& phone number: _____

Are you bringing a non-cranking guest to the Crank-In? ___ yes ___ no

If yes, full name of guest _____

Are you bringing a CSM that needs adjustment and/or work? ___ yes ___ no

If it needs attention, what type machine? _____

What is your CSM skill level?

___ I don't yet own a machine.

___ I have a sock machine but am not using it yet.

___ I am having trouble knitting a basic tube on my sock machine.

___ I am able to knit a tube on my sock machine without any problems.

___ I am able to knit a tube & a heel on my machine without any trouble.

___ I am able to make a sock on my machine without using a ribber.

___ I am able to make a ribbed sock on my machine.

___ I am able to make ribbed socks, mittens, hats, lace knitting, etc., on my machine.

4.E Sample Registration Form, including Lodging and Classes

Please indicate payment choices:

\$40 Registration fee (required for each cranker)

\$515 Private room & meals for myself for 3 days & full use of Crank-In facilities

\$380 Shared room & meals for 3 days for myself & full use of Crank-In facilities

(If sharing with another cranker, your roommate must also register & pay fees.)

Roommate's Name: _____

\$380 Shared room & meals for 3 days for my non-cranking guest

\$100 Commuter option - Meals for myself for 3 days & full use of Crank-In facilities (I'll be sleeping elsewhere.)

\$100 Commuter option - Meals for my non-cranking guest

\$ _____ Total class fees from class reservation form (below).

Minus \$100 deposit already paid (if applicable)

\$ _____ Total Payment via PayPal enclosed

I have carefully read, understand & agree to abide by the Crank-In arrangements & policies as stated here & on the website (www.sample.org).

Signature (typed or signed): _____ Date: _____

Note: Please do not send partial payments. The full balance due (minus the deposit if you paid one) must accompany this form.

(See below for class reservation form, class descriptions & class fees.)

4.E Sample Registration Form, including Lodging and Classes

Class Reservation Form

Participant's Name: _____

[This year students will not bring their machines to the classrooms. For each demonstration class, students will watch the instructor, take notes, ask questions and receive a handout of instructions for practice.]

Please number in order of preference (no check marks) the demonstrations in which you wish to reserve a space, including the FREE demos. Please don't use any number more than once.

Thursday, July 7

- ___ Free - CSM Oiling, Set Up & Adjustment for Knitting & Ribbing All day
- ___ \$12 - Comfort Doll (2:00-3:30)

Friday, July 8

- ___ Free - CSM Oiling, Set Up & Adjustment for Knitting & Ribbing All Day
- ___ \$6 Flat Fabric with Fair Isle (8:45-9:30)
- ___ \$22 Beginner Knitting on a CSM (Part I -whole group 9:00-10:30)
(Part 2 --1:5 teacher-student ratio 1:00-3:30)
- ___ \$6 - Flat Fabric with Fair Isle (Repeated) (9:30-10:15)
- ___ \$12 - Toe-Up Sock, Standard & Wedge Short-Row Method (10:45-12:15)
- ___ \$12 - Knitting Mittens (1:30-3:00)
- ___ \$12 - Basic Hiking Sock, Sweet Tomato Heel & Wrapped Toe (2:00-3:30)
- ___ \$5 - Ravel Cord, Separating Simply (7:00-7:30)
- ___ \$5 - Ravel Cord, Separating Simply (Repeated) (7:30-8:00)

Saturday, July 9

- ___ \$22 - Getting Acquainted with Your Ribber (Part I -- whole group 8:30-10:00)
(Part 2 --1:5 teacher-student ratio 1:30-3:15)
- ___ \$12 - Basic Hiking Sock, Sweet Tomato Heel & Wrapped Toe (8:30-10)
- ___ \$6 - Knitting Lace (10:15-11)
- ___ \$6 - Knitting Lace (Repeated) (11:15-12:00)
- ___ \$12 - Comfort Doll, (1:30-3:00)
- ___ \$5 - Kitchener Stitch (1:45-2:15)
- ___ \$5 - Kitchener Stitch (Repeated) (2:30-3:00)

\$_____ Total Fees – Please add class fees & include them on the registration form with the other costs you are paying.

All classes will be filled first-come, first-served, & every effort will be made to give you the learning experience you request. Your assignments will be included in the email acknowledgment of your Crank-In registration & class payments. Thanks!

4.F Sample Registration Form, including Lodging, NO Classes

Sample Crank-In

Dates, 2018

Location

Address

City, State Zip

Registration Form

Name _____

Address _____

City _____ State/Province _____ Zip/Postcode _____ Country _____

Email _____ Phone _____

Crank-In Fee:

____ \$25 Crank-In fee REQUIRED (rental of conference facilities)

Pick one for lodging:

____ \$326 Private room, Lodge, 3 nights for myself

____ \$244 Private room, Richardson Dormitory, 3 nights for myself

____ \$244 Shared room, Lodge, 3 nights for myself

I will be sharing with another cranker whose name is: _____

____ \$488 Shared room, Lodge, 3 nights for myself and my guest

I will be sharing with a guest whose name is: _____

____ \$130 RV site, 3 nights for \$130

Meal choice:

____ \$88 Meal plan for myself (Friday breakfast through Sunday breakfast)

____ no food preferences ____ vegetarian ____ gluten free ____ food allergy: _____

____ \$88 Meal plan for my non-cranking guest (Friday breakfast through Sunday breakfast)

____ no food preferences ____ vegetarian ____ gluten free ____ food allergy: _____

____ I will provide my/our own meals.

____ Minus \$50 if you have previously paid a reservation deposit.

\$_____ Total amount due no later than January 31, 2018

Send this form as an email attachment to [Registrar] at registrar@sample.com

Send your payment by Paypal to the same email address.

Note: You will receive an acknowledgment of your registration once we receive your payment and this completed form.

4.G.1 Sample Demos, Fees and Descriptions

CSM Oiling, Set Up and Adjustment for Knitting and Ribbing: Our four mentors - Fred, Hank, Kathy and Kim - want to make sure your machines are in working order so you can enjoy a productive experience without the frustrations of unexpected glitches. Let us know if you need this FREE service!
Time: All day, Oak Room

Mentors: Fred Hauck, Hank Terry, Kathy Roletter, Kim Kulasa

Demo: Comfort Doll: Perfect for leftover sock yarn. Students watch as Sue knits a doll that children will love! Comfort Dolls make great charity donations for hospitals, rescue squads, police and fire departments. All you need is scraps of flesh colors (pinks, browns, tans, etc.) and hair colors (browns, black, yellow, etc.), and some scraps from your favorite socks. Bring an embroidery and tapestry needle (or a long doll needle if you have one) for finish work. Stuffing will be provided as well as flesh and hair colors and some of Sue's leftovers if you need them. This is a fun project; bring your imagination! Handout included. Pay materials fee to instructor at class time.

Time: 2:00-3:30, Dogwood Meeting Room

Instructor: Sue Vunesky

Level: All Maximum: 20 Fee: \$12 Materials Fee: \$5 - Pay instructor at class.

Demo: Knitting Flat Fabric with Fair Isle: This demo will cover several topics. First, Jenny will set up her machine to knit flat fabric. She will show how to use all of your cylinder needles to knit a wider width. Then, to this knitting, she will add some Fair Isle patterns in the form of duplicate stitches that will be knitted in, not added afterwards. You will also learn to stitch panels together. If knitting with feltable yarns, we can make various items including really neat bags. Jenny will bring examples to share along with handouts for instructions.

Time: 8:45-9:30, Redbud Meeting Room

Instructor: Jenny Deters

Level: Beginner Class Maximum: 10 Fee: \$6 Material Fee: None

Demo: Beginner Knitting on a CSM: Watch and learn with four pros how to thread the CSM with project yarn using a set-up bonnet (extras will be for sale), change to project yarn, and begin knitting tubes. Afternoon time will focus on heels and toes and be conducted with a student/teacher ratio of 6:1. No ribber necessary.

Time: 9-10:30 (break for lunch) 1:30-3:00, Dogwood Meeting Room

Instructors: Jamie Mayfield, Linda Kamin, Sandee Plocharczyk, Sue Vunesky

Level: Beginner Class Maximum: 24 Fee: \$22

Demo: Toe-Up Sock: Standard and Wedge Short-Row Method: Instructor will demonstrate the Sweet Sock on 400 Legare or Erlbacher. Note: There are no suggested requirements to watch the demonstration, but a good functioning CSM as well as good sock and ribbing skills are essential for those wanting individualized support after the demo to make a Sweet Sock. This is not a sock for new crankers or those using a CSM they are not familiar with.

Time: 10:45-12:15, Dogwood Meeting Room

Instructor: Candy Terry

Level: Intermediate Class Maximum: 15 Fee: \$12 Materials Fee: None

Demo: Knitting Mittens: During this demonstration, students will watch Sue as she models the essentials of knitting a mitten with a thumb gusset. If you have a 48W cylinder and an Erlbacher Gearhart machine, you can use sport weight yarn (a pattern will be supplied for this combination). If you have a 54-slot cylinder, use sock yarn (a pattern will be supplied for this combination). This mitten can be made with ribbing or a hung hem, your choice. Supplies needed for independent practice: Light colored yarn (patterned yarn okay), tapestry needle, and contrasting colored waste yarn.

Time: 1:30-3, Dogwood Meeting Room

Instructor: Sue Vunesky

Level: Beginner-Advanced Class Maximum: 20 Fee: \$12 Materials Fee: None

4.G.1 Sample Demos, Fees and Descriptions

Demo: Basic Hiking Sock: During this demo, the instructor will use her Creelman Improved Moneymaker to crank out a hiking sock in 45 minutes. The yarn she uses is durable and warm, and the colors are fun and diverse. Sheryl will demo the "Sweet Tomato" heel and a wrapped toe as she knits the sock. Customers visiting Sheryl's yarn shop in Colorado can't get enough of these comfortable and luxurious hiking socks!

Time: 2-3, Redbud Meeting Room\

Instructor: Sheryl Campbell

Level: All Class Maximum: 10 Fee: \$8 Materials Fee: None

Demo: Ravel Cord--Separating Simply: Ravel cord is a nylon or cotton cord that is used to separate waste yarn from sock yarn. When the sock is finished the ravel cord slides out and the waste and sock yarn portions separate slick as a whistle.

Time: 7:00-7:30, Redbud Meeting Room

Instructor: Victoria Jicha

Level: All Class Maximum: 10 Fee: \$5

Demo: Getting Acquainted with Your Ribber: Don't let your ribber intimidate you! This demo will cover the basics of using the ribber from set up to "set aside." The only requirement is that you are comfortable knitting with your cylinder. Machines should be timed in advance of class. Any size cylinder can be used. Afternoon small group time will take place with student/teacher ratio of 6:1.

Time: 8:30-10:00, Dogwood Meeting Room; 1:30-3:00 Oak Room

Instructors: Jamie Mayfield, Linda Kamin, Sandee Plocharczyk, Sue Vunesky

Level: Intermediate Class Maximum: 24 Fee: \$22

Demo: Knitting Lace: You will find that knitting lace is quite easy once you understand the concept. You'll learn where to mark your machine for placement of the design, how to transfer stitches and how to read a pattern. Jenny will bring examples to show, as well as handouts for instructions.

Time 10:15-11:00, Dogwood Meeting Room

Instructors: Jenny Deters

Level: Intermediate Class Maximum: 10 Fee: \$6 Materials Fee: None

Toe Closings, Kitchener Two Ways: This demo will explore closing the toe with purl-side Kitchener, and knit-side Kitchener using knitting needles. Instructor will provide sufficient unclosed toes so that everyone in the class can finish at least two toes. Students must bring their own tapestry needle and size 2 double-pointed knitting needles.

Time: 1:45-2:15, Redbud Meeting Room

Instructor: Victoria Jicha

Level: All Class Maximum: 10 Fee: \$5

4.G.2 Sample Class Schedule, Fees & Descriptions

2018 Sample Crank-In Class Schedule & Sign-Up Form

This is a fillable PDF form. Please 1) add your name, 2) place a check next to the classes you want to take, and 3) total your fees on the last page. Then, Save and Email this form to [Registrar] at [email](#).

Class fees (cash only please) will be collected at the reception table when you arrive at the crank-in on Thursday. Due to the size of the instructional spaces, class sizes are limited so don't delay if you want a certain class.

Name: _____

Friday, May 18

(Breakfast 8-9 am)

_____ **9:00-10:00 Clean Your Machine (Hands-on with machine)**

Instructors: Jamie Mayfield, Sue Vunesky Fee: \$10

Bring old cotton rags, an old toothbrush and tools needed to take your machine apart. We'll wipe everything down and oil it back up to make your machine happy again!

_____ **10:15-12:15 Beginner Knitting (Hands-on with machine)**

Instructors: Lynn Israel, Kathy Roletter Fee: \$20

This class is for true beginners. Please be sure before the class begins that your machine is complete, clean, oiled and adjusted correctly. We will start with an overview of the sock machine's basic parts and how they operate. Then we will cast on and knit with waste yarn while we explore the relationship between stitch tension and knitting gauge. We will begin (and finish, if time allows) a cast-on bonnet with a picot hung hem. Bring your machine, your stack weights, a hook tool, waste yarn and about 50 grams of sock (fingering) weight yarn for your bonnet.

_____ **10:15-12:15 Gussets, Mittens and Fingerless Gloves (Hands-on with machine)**

Instructors: Jamie Mayfield, Sue Vunesky Fee: \$20

This class will give you the tools and techniques you need to make great mittens and fingerless gloves. First we will teach the gusset, then an advanced thumb. We will continue with a round top for a mitten. Bring a 54 or 60 slot cylinder and practice yarn in the same weight you want to use for your actual mitten. We will provide patterns for a fingerless glove, a mitten and a convertible mitten, all of which use these techniques.

(Friday Lunch 12:30-1:30 pm)

_____ **1:45-3:45 Heels 3 Ways (Hands-on with machine)**

Instructors: Jamie Mayfield, Sue Vunesky Fee: \$20

We'll start with the famous Sue-i-cide heel then we'll continue with the Dutch heel. Lastly, we will make a version of the Sweet Tomato heel. In order to be successful in this class, you need to know how to make some sort of a heel and understand the concept. This is an advanced class in making specialized heels with an emphasis on new techniques to advance your knitting skills. You will need a good pick, a good light and heel forks for this class. We will have forks and picks available for purchase. You will receive written patterns for each heel. Jamie and Sue will be available in the open knitting times to help and advise.

4.G.2 Sample Class Schedule, Fees & Descriptions

Friday, May 18, continued

_____ 1:45-4:15 Animal Nation (Hands-on with machine)

Instructor: Kim Garver Fee: \$25

Animal nation will be a hands on class. We will focus on "Opee" a new addition to my animal nation. I will be instructing on how to make " Opee" or the option of my classic shark socks. Pattern for shark socks, baby bunting, and "Opee" will be included with the class. No ribber is necessary. Students need approximately 200g of leftover yarns, that are ready to knit on their machines, and lots of excitement as "Opee" will eat up those leftovers in an unusual way. Students wanting to make sharks should have grey and white sock yarn.

_____ 4:00-6:00 Fair Isle Knitting on the Sock Machine (Hands-on with machine)

Instructor: Rosalyn Keys, Jamie Mayfield, Sue Vunesky Fee \$20

This class will teach you two ways to do color work on a CSM. Bring your sock machine, weights, hook tool, waste yarn, and 50 grams each of two highly contrasting yarns. After watching the demonstration, you will be given a hand-out with detailed directions to follow with the teachers' assistance as needed.

(Friday Dinner 6:30-7:30 pm)

Saturday, May 19

(Breakfast 8-9 am)

_____ 9:15-12:00 Using the Ribber (Hands-on with machine)

Instructors: Jamie Mayfield, Sue Vunesky Fee: \$25

Ribbing is not hard. This class will focus on learning how ribbers work. We will teach you how to set and time your ribber so that you leave with the confidence to work on and adjust your own machine. Bring your machine and tools needed for adjusting your machine. You will need a lot of waste yarn for practice. This is a really fun class that will make you wonder how you ever got by without ribbing.

_____ 9:15-10:15 Converting Hand Knit Patterns to CSM (Demonstration, no machine)

Instructor: Rosalyn Keys Fee: \$10

Tips, tricks and examples on how to convert hand knit patterns to patterns that can be knit on your circular sock knitting machine. You do not need your sock machine for this class. You will be given a handout that can be used for taking additional notes.

_____ 10:30-12:15 Scalloped Ribbing (Hands-on with machine)

Instructor: Kathy Roletter Fee: \$20

This class is for crankers who are comfortable using their ribbers on their sock machines. You will learn how to do a scalloped selvage with 3/1 ribbing. You need to have on your machine a cylinder that is divisible by 4 (80, 72, 64, 60) with the corresponding ribber dial (40, 36, 32, 30 or equal slot ribber). This selvage requires e-wrapping to begin, and it forms an attractive, stretchy selvage with good recovery. After watching the demonstration, you will be given a hand-out with detailed directions to follow with the teacher's assistance as needed. Bring your machine, your stack weights, a hook tool, waste yarn and sock (fingering) weight yarn. During this class, you will be able to knit the cuff or leg of a sock that you can finish during the class or afterwards.

(Saturday Lunch 12:30-1:30 pm)

4.G.2 Sample Class Schedule, Fees & Descriptions

Saturday, May 19, continued

_____ 1:45-2:45 Toe-up Socks (Demonstration)

Instructors: Jamie Mayfield Fee: \$10

Have you thought about trying a toe up sock? I mean, you wouldn't have to Kitchener then, right? Join Jamie for an in depth demonstration of the mysterious toe up sock. After which you should try one! With the tips and tricks shown in the demo, you'll have the tools to try it for yourself!

_____ 1:45-3:45 Simplifying Swirls and Joker Socks (Hands-on with machine)

Instructor: Kim Garver Fee: \$20

Let's face it, nobody likes to wrap and turn short rows while knitting, so don't. By incorporating German short rows on the sock machine you save lots of time and have a much smoother design in your short row pattern. Class will focus on staggering short rows evenly throughout your socks and as a special bonus we will create Fun and Funky Jester socks using this technique. Pattern is included with the class. Special Stitch markers will be available to purchase for use. Hand dyed yarn will be available to purchase which has been dyed to enhance the tips of the jester socks when knitted.

_____ 3:00-5:00 Finishing Techniques (Hands-On, no machine)

Instructors: Jamie Mayfield, Sue Vunesky Fee: \$20

In this two hour class you will learn how to Kitchener from the right side, color changes, Russian Join (on the machine), back stitch bindoff, weave in ends and how to kitchener a tube to form a cowl or other such project. Bring a sock that needs to have the toe closed, a tube of knitting with waste yarn at both ends, and a tube of knitting or ribbing to bindoff, a darning needle, scissors and a good light.

_____ 5:00-6:00 Matchy-Matchy Socks (Demonstration, no machine)

Instructor: Sue Vunesky Fee: \$10

Are you a perfectionist? A touch OCD? Then you want your patterned or striped yarns to match when you make a pair of socks, legwarmers, mittens, etc! Sue will show you how to find and manipulate the color repeats in your chosen yarns so that you can sleep peacefully at night. You do not need your sock machine for this class. You will be given a handout that can be used for taking additional notes.

\$ _____ Total Class Fees

Private lessons:

[Instructor] is providing private lessons during the crank-in. If you are interested please contact her directly for available times, and let her know what topics you want to learn. This way she can be prepared for your needs and you can reap the rewards and go away with a better understanding of sock machines. Private lessons can be staggered throughout the weekend when Kim is not already teaching. Nothing after 5 pm please, fee is \$10.00 per hour. Contact [Instructor] directly to make arrangements for private lessons at email@email.com.

4.G.3 Sample Conference Class Schedule

Thursday

All Day - Free CSM Oiling, Setup, and Adjustment for Knitting and Ribbing

Our mentors are available to help get you up and running! This is especially important to anyone who is new to their CSM and/or anyone learning to use their ribber for the first time. It's very important for anyone who has an antique machine that has not been used yet. Mentors will work with you individually at your work station.

Level: Beginner-Advanced Fee: None

2pm-3pm - Comfort Doll

Perfect for leftover sock yarn. Students watch as Lynn knits a doll that children will love! Comfort Dolls make great charity donations for hospitals, rescue squads, police and fire departments. All you need is scraps of flesh colors (pinks, browns, tans, etc.) and hair colors (browns, black, yellow, etc.), and some scraps from your favorite socks. Bring an embroidery and tapestry needle (or a long doll needle if you have one) for finish work. Stuffing will be provided as well as flesh and hair colors and some of Lynn's leftover yarn. Instructions included. A "free" class from our children's charity chairperson! All you pay is materials fee.

Instructor: Lynn Israel

Level: All Class Maximum: 20 Fee: \$5 (instructor supplying extra yarn for hair and polyfill stuffing.)

3pm-5pm - Clean That Machine!

As a CSM user, it is extremely important to know how and when to clean your machine. Keep it cranking and avoid serious issues from the lack of proper care. Instructor will coach you through using the following materials: gloves, brush, cleaning solution and container. They can be stored together to use each time you clean your machine. Students must have a CSM in good working order.

Instructor: Greg Garver

Level: All Class Maximum: 25 Fee: \$36pp (includes materials)

3pm-5pm - Reversible Fingerless Gloves

Learn this very popular pattern without a ribber! This is a mock rib pattern with a unique technique for making a thumbhole. Perfect for an experienced beginner. A two-hour demonstration--with a little hands-on to learn the thumbhole—students will go back to their machines to complete the project. Instructors will be available after class on the floor to help students master this pattern. You will need to have two coordinating colors of same-weight yarn (50g of each), and a 54 or 60-slot cylinder.

Instructor: Jamie Mayfield & Sue Vunesky

Level: Experienced Beginner Class Maximum: 20 Fee: \$16pp (Add \$5 extra if you want to buy the pattern.)

Friday

All Day - Free CSM Oiling, Setup Setup and Adjustment for Knitting and Ribbing

Our mentors are available to help get you up and running! This is especially important to anyone who is new to their CSM and/or anyone learning to use their ribber for the first time. It's very important for anyone who has an antique machine that has not been used yet. Mentors will work with you individually at your workstation.

Level: Beginner-Advanced Fee: None

4.G.3 Sample Conference Class Schedule

8:30am-10:30am - Animal Nation

You will practice making fun socks and scarves for children and adults. Designs sharks, gators and zombies! Simple crochet stitches required for pattern work. This is a hands-on, no ribber class. Kits can be bought from the instructor or bring two skeins of yarn with contrasting waste yarn and a small amount of black and red yarn.

Instructor: Kim Garver

Level: Intermediate Class Maximum: 20 Fee: \$16pp

8:30am-10:30am & 1:30pm-3:30pm - Beginner Knitting on a CSM—Watch and learn how to thread the CSM with project yarn

using a set-up bonnet, change to project yarn, and begin knitting tubes. Afternoon time will focus on heels and toes. Bring your CSM to both morning and afternoon sessions. Be sure your machine is in working order. See our mentors before class! No ribber necessary.

Instructors: Jim Grant

Level: Beginner Class Maximum: 10 Fee: \$36pp (includes yarn provided by instructor)

10:45am-Noon - Converting Hand-Knitting Patterns for CSM

Have you admired patterns written for knitting needles? In this class, we are going to dissect these instructions and lay them out to discover where we can adjust them to fit our cylinders. Lecture will cover graphing and mathematical guides.

Instructor: Valerie Witherington

Level: Intermediate Class Maximum: 25 Fee: \$10pp

10:45am-Noon - Making a Hat in Panels

In this lecture-style class, Jenny will show you how to make a double thickness hat in panels on the 54- or 60- needle cylinder. Each panel can be different colors, patterned, or you can use your left over sock yarn. The hat is first knit in tubes, which are then joined with a blanket stitch. I will teach you how to knit for a hat that fits. This basic hat pattern can be adapted for a beanie, a hat with a rolled-up brim or one with earflaps. No ribber necessary.

Instructor: Jenny Deters

Level: All Class Maximum: 20 Fee: \$10pp

1:3pm-3:30pm - Making a Handbag/Purse

This is just the cutest bag - and an easy project. Can be knit on any cylinder. Obviously the Bumblebee 90 will knit the largest bag and a 54 will knit a smaller bag. Four sections are knit in tubes, so the bag is double thickness, then put together in a pinwheel fashion which makes a flat bottom with sides going up. The top triangles are folded down and attached with buttons. Handles can be made from I-cord, rope, or handles from JoAnn Fabrics. No ribber.

Bring machine to class and 2-3 skeins of sock yarn.

Instructor: Jenny Deters

Level: All Class Maximum: 12 Fee: \$16pp

3:45pm-4:45pm - “Sue-i-cide” Heel: Demonstrating in Public and How to Stay Focused

After years of demonstrating sock knitting in an 1800's theme park, Sue has developed easy techniques and mental reminders for staying focused when knitting socks, especially heels and toes. You will be able to knit, talk with your customers, answer questions and be socially connected without making mistakes. This will be a one-hour demonstration and discussion, including mastering the “Sue-i- cide Heel”.

Instructor: Sue Vunesky, Jamie Mayfield

Level: All Class Maximum: 25 Fee: \$10pp

4.G.3 Sample Conference Class Schedule

3:45pm-5pm - Cranking in the Fast Lane

During this lecture, you will watch Wendy knit a Men's size 10 sock, followed immediately by a Ladies size 7 Toe-Up sock. No tension changes, no removal of the ribber, very efficient needle transfers. Handouts will be provided to help students stay clear on where they are in the process. Additional info on sock finishing will be given. Watch how to tweak needle changes for efficient sock production. Size changes use the heel hook, the row count, and variation in the ratio of stockinette and ribber stitches. Wendy never removes the ribber or changes the tension!

Instructor: Wendy Taber

Level: All Class Maximum: 20 Fee: \$10pp

3:45pm-5pm - Toe-Up Keyhole Scarf

This is a perfect project for your first "toe-up" attempt. Beginners are welcome. In addition to "toe-up", you will learn flat fabric knitting, Kitchener and pompom making. This will be a 1-1/2 hour demonstration. An extra machine will be set up for practice in the class. You will then return to your machine to make the project. Jamie and Sue will be available after class on the floor to help students master this technique. You will need 100g sock yarn with a cylinder of your choice.

Instructors: Jamie Mayfield, Sue Vunesky

Level: All Class Maximum: 20 Fee: \$15pp (includes \$5 fee for pattern)

7pm-9pm - Should I Purchase That Vintage Machine?

This lecture-style class will help you make this decision. You will learn how to restore those vintage machines that need rescuing. Your instructor will tell you what to look for and when a csm antique is beyond help. He will explain which critical parts are not easily repaired and explain which tools and skills are needed to complete a successful and complete restoration.

Instructor: Greg Garver

Level: All Class Maximum: 25 Fee: \$16pp

7pm-9pm - Not Just Socks

Learn how to make snowflakes on your CSM. You will use these techniques: e-wrap, reformed stitched twists, and tucks. These will all add design to your shawls, scarves, and knitted Christmas balls. This hands-on class will require that you bring your machine and one skein of undyed sock yarn and contrasting waste yarn. Another option is to buy the kit from your instructor.

Instructor: Kim Garver

Level: Intermediate + Class Maximum: 20 Fee: \$16pp

Saturday

8:30am-10:30am - Beading, Lace, Fair Isle, Cables

Learn how to knit all sorts of fun and fancy techniques. It is exciting and inspiring to know that you can create so many things on these awesome little machines. Jenny will furnish the materials, so you will have the right yarns/colors and you will come away with a "Sampler" of techniques: Adding beads, knitting easy lace, knitting cables, fair isle and flat fabric. Hands on, so bring machines to class. No ribber necessary. Any cylinder size.

Instructor: Jenny Deters

Level: Intermediate Class Maximum: 20 Fee: \$16pp

4.G.3 Sample Conference Class Schedule

8:30am-10:30am - Introduction to Ribbing

Don't let your ribber intimidate you! This hands-on class will cover the basics of using the ribber from set up to "set aside." The only requirement is that you are comfortable knitting with your cylinder. Bring sock-weight yarn and contrast color yarn for waste yarn. Machines should be timed in advance of class. See one of our mentors. Any size cylinder can be used. Bring your CSM and ribber to class.

Instructor: Kim Garver

Level: Beginner – Intermediate Class Maximum: 12 Fee: \$16pp

8:30am-11:30am - Dyeing Socks

In this hands-on class, you will learn a quick and easy way to dye your hand-cranked socks. Class will take place on the patio, so wear your sunglasses! We will also discuss methods used when dyeing sock blanks. At the end of class, you will have a one-of-a-kind, hand-dyed pair of socks.

Instructor: Sarah Monroe

Level: All Class Maximum: 20 Fee: \$29pp (includes \$5 materials fee for dyes, gloves, etc.)

10:45am-Noon - Fleeced Mittens & Socks

In this lecture-style class, you will learn how to knit fleeced mittens and socks using drafted roving. These are not thrummed! It is a simple and smooth technique, and it adds warmth and cushion for the feet and/or hands. No ribber required. Kits available for purchase at class.

Instructor: Kim Garver

Level: All Class Maximum: 20 Fee: \$10pp

10:45am-11:45am - Kitchener a Tube

Do you get confused when connecting ends of a tube? Can you Kitchener from the outside? Can you weave in the ends from the outside? If you want to make a mobius scarf or tube scarf, you will need to know how to Kitchener from the outside and bury your ends from the outside. This will be a one-hour demonstration. Practice pieces will be available in class, or bring your unfinished tube with live stitches and waste yarn at each end. No extra charge for materials.

Instructor: Jamie Mayfield, Sue Vunesky

Level: All Class Maximum: 25 Fee: \$10pp

2:30pm-4:30pm - Toe-Up Socks

In this hands-on class, Sarah will teach you how to crank a toe-up sock. This means there is no need for a Kitchener stitch! Voila! Perfect for those who want to minimize their finishing work. Come to class with sock yarn, waste yarn, and machine. Be sure, in advance, that your cylinder spring is tight. Check with our mentors if you are not sure.

Instructor: Sarah Monroe

Level: All Class Maximum: 20 Fee: \$16pp

2:30pm-4:30pm - Heels 4 Ways

In this hands-on class, Valerie will help you discover ways to expand our design capabilities. She will have you practice these heel styles: Round, Peasant, Flat Iron and Dutch. Bring your machine, sock yarn, and a pack of 100 bobby pins.

Instructor: Valerie Witherington

Level: All Class Maximum: 20 Fee: \$16pp

4.H Call for Class Teaching Proposals

This form is posted on the website/social media once venue is determined and should also be sent to all potential instructors.

Sample Crank-In Date, Venue, Location Call for Class Proposals

Submission Deadline: Date
Acceptance Notification: Date

The Sample Crank-In provides a forum for sock machine hobbyists to share skills on both antique and newer CSMs. The Crank-In Committee invites proposals for class sessions on techniques related to the craft.

Regular Classroom Sessions: Include both demonstration and hands-on format, and generally include a handout. We invite proposals for a class on ANY relevant project such as:

Fair Isle Knitting
Toe-Up Socks
CSM Maintenance
Children's Stretch Socks
Socks with Mock Ribbing
Mittens
Heels
Fingerless Mitts
Knitting Flat Fabric
Felted Clogs or Mules
Making Lace
Yoga Socks

Demonstrations: A 15- to 30-minute volunteer demonstration with conversation and format conducted from one's workspace for approximately eight people. Handouts are optional.

Uses for Scrap Yarn
Hair scrunchies
Mini Socks
I-cord Jewelry
Constructing a bonnet
Oil and Toothbrush Smoothie
Organizing a Crank-In
Navigating Ravelry

Proposals must be submitted to email@email.com by the deadline above. Please write a course description, specify the experience level or specific skills needed (e.g. beginner, intermediate, advanced, must be able to crank a simple tube, must bring a timed ribber, etc.), time required (from one to three hours), techniques included in the class (e.g. heel techniques, two-color knitting, selvedge techniques, stitch manipulation, flat knitting, etc.), the contents of your handout, materials fee (if necessary), and maximum number of students (from 10-25). Students will be expected to pay \$10-\$15 for a two-hour class.

4.H Call for Class Teaching Proposals

Sample Crank-In Date, Venue, Location Class Proposal

Teacher Name: _____

Class Name: _____

Course Description: _____

Experience level and specific skills/equipment needed: _____

Class length: _____

Will you provide a handout? What will it contain? _____

Will there be a materials fee? How much? _____

Maximum number of students _____

Do you require any A/V equipment (projector, microphone, whiteboard, etc.)? _____

Please email a completed form for each class you wish to teach to email@email.com

4.I Vendor Application Form

Crank-In Vendor Application

Sample Crank-In

Date

Location

City, State

Business name: _____

Your name: _____

Mailing address: _____

City: _____ State/Province: _____

ZIP/Postal Code: _____ Country: _____

Phone(s) _____

Email address _____

Website _____

Please describe the products you wish to sell at the Crank-In:

Do you need a table to display your products? ____yes ____no how many _____

Vending space is limited. To help us better plan ahead, please indicate how many total square feet you would like to have. _____square feet.

Crank-In Policies for Vendors

Please read carefully. Your signature below indicates that you understand and accept all these provisions without reservation.

Vendors will be charged a fee of \$35.00 for the entire time of the Crank-In or any portion thereof. This fee must be paid prior to the beginning of the Crank-In.

You may set up your selling space at 8:00 a.m. on Thursday, July 7, 2016, and your space must be dismantled and cleared of all your belongings no later than 10:00 pm on Saturday, July 9, 2016. You may park temporarily in indicated places to unload and load your property.

The Crank-In Committee reserves the right to require you to remove any items for sale in your space that do not fit the description of the goods given by you on this application.

4.I Vendor Application Form

The sale by you and purchase by Crank-In attendees of any of your goods is strictly between you and the purchaser. The Crank-In is not responsible for any aspect of your sales or attendees' purchases during the Crank-In.

You must ensure that your selling space is supervised and staffed at all times. The Crank-In is not responsible for monitoring your selling space.

You are responsible for securing your own property during the Crank-In. Neither the Crank-In, the Crank-In venue, nor any officer, employee, agent, or volunteer thereof will be responsible for the safety of the property or you from any cause, nor shall any of them be responsible or liable for accidents to you while on the premises or in case of fire, theft, or damage to any of your property or equipment on the premises. You must provide your own insurance coverage to protect yourself and your property and equipment, and to cover damages that may be inflicted by you to the building and/or property for any reason or from any cause.

All points not covered herein are subject to the decision of the Crank-In Committee.

The fee is \$35. Please make checks payable to Crank-In or pay through PayPal (see directions below).

You have 3 options regarding meals & lodging:

___ \$515 Lodging for 3 nights (July 7-9) & 9 consecutive meals starting with lunch on Thursday for ONE person

___ \$380 Same as above for ONE person who is sharing a bedroom with another Crank-In attendee or vendor. The other person must also pay this amount.

___ \$100 Commuter option - meals as above for ONE person (no lodging)

Send forms as email attachments & payments through PayPal to: email@email.com

I have read carefully, understand and fully accept the above policies and provisions.

Signature

Date

4.J.1 Sample Crank-In Evaluation Questions

Sample A

Did the overall Crank-In events meet your expectations? ___ yes ___ no

Comments and Suggestions:

Did the date and time of the Crank-In work well? ___ yes ___ no

Why or why not:

Overall rating of [Venue] as a suitable Crank-In location?: 1-10 (10 being the highest) _____

Comments:

Were you able to set-up your workstation the way you originally planned? ___ yes ___ no

Why or why not?

Overall rating of vendors: 1-10 _____

Overall rating of class offerings: 1-10 _____

What did you enjoy the most?

What did you enjoy the least?

Suggestions for next year?

Sample B

How did you hear about the Crank-In?

Please rate the following [4=Excellent, 3=Acceptable, 2=OK/Needs Improvement, 1=Unacceptable, N/A=Not Applicable]

_____ Location
_____ Venue
_____ Lodging choices and quality
_____ Length of crank-in
_____ Speakers
_____ Meals
_____ Vendors
_____ Variety of class offerings
_____ Your cranking space in the conference room
_____ Degree to which you were able to get help with your machine or your cranking

Considering the total cost (transportation, lodging, meals and registration), do you feel this conference was worth attending? ___ yes ___ no

Why or why not?

What did you enjoy most about this crank-in?

What did you enjoy least about this crank-in?

4.J.1 Sample Crank-In Evaluation Questions

Sample C

Please rate as follows: 4=Excellent, 3=Acceptable, 2=OK/Needs Improvement, 1=Unacceptable, N/A=Not Applicable

General Crank-In:

- _____ Ease of registration
- _____ Information prior to event
- _____ Location of venue
- _____ Overall total cost
- _____ Management during event
- _____ Length of event
- _____ Vendor offerings
- _____ Class offerings

Other general comments:

Conference Room and Class Spaces:

- _____ General appearance & décor
- _____ Cleanliness & overall condition
- _____ Lighting & electrical outlets
- _____ Work space per participant
- _____ Kitchen/snack area
- _____ Nearness to lodging rooms
- _____ Safety & security
- _____ Wireless internet availability/quality

Other comments on conference room:

Lodging:

- _____ Cleanliness of room/bathroom
- _____ Bed comfort
- _____ Furnishings in room
- _____ Wireless internet availability/quality
- _____ Safety & security
- _____ Temperature regulation
- _____ Noise levels at night
- _____ Cost of accommodations

Other comments on lodging:

Meals:

- _____ Variety of food selections
- _____ Freshness & quality
- _____ Timing of meals
- _____ Vegetarian food choices
- _____ Gluten-free food choices
- _____ Other allergy food choices
- _____ Cleanliness of dining area
- _____ Cost of meals

Other comments on meals/dining:

4.J.2 Sample Class Evaluation Forms

Name of class: _____

Name of instructor: _____

Please rate the following 1-5 (**5 being the highest**)

- _____ How useful you found this class to be
- _____ The teacher's expertise and skill
- _____ The teacher's communication style
- _____ The teacher's level of patience
- _____ Your ability to ask questions or get clarifications
- _____ Your ability to see what was being demonstrated
- _____ Materials provided by the teacher
- _____ The amount of time allowed for this class
- _____ The room in which the class was held

Any other suggestions? We appreciate any other feedback you can offer. Thanks!

Name of class: _____

Name of instructor: _____

Please rate the following 1-5 (**5 being the highest**)

- _____ How useful you found this class to be
- _____ The teacher's expertise and skill
- _____ The teacher's communication style
- _____ The teacher's level of patience
- _____ Your ability to ask questions or get clarifications
- _____ Your ability to see what was being demonstrated
- _____ Materials provided by the teacher
- _____ The amount of time allowed for this class
- _____ The room in which the class was held

Any other suggestions? We appreciate any other feedback you can offer. Thanks!

4.J.3 Sample Instructor Evaluation Form

Name of class: _____

Please rate the following 1-5 (**5 being the highest**)

_____ The amount of time allowed for this class

_____ The room in which the class was held

_____ Equipment/supplies provided by the venue/organizers

Any other comments or suggestions? We appreciate any other feedback you can offer.

Thanks!

Conference Yard Sale

How to Buy or Sell (Honor System)

If you want to sell an item:

You have two ways to do it:

(1) If the item is large and/or expensive and you don't want to leave it here at the yard sale table, fill out the "Item for Sale" form and place it in the "Items for Sale" box. Interested buyers will need to contact you during the conference, so be sure to put your cell phone number and/or your email address on the form. You may put a fixed price on the item, or you may say price is negotiable or "best offer."

(2) If the item is smaller or less expensive, you may place it on the table in a resealable bag. Fill out the "Yard Sale" form and place it in the bag with the item. Be sure to indicate "cash only" or "check OK" as your method of payment. Buyers will remove the item & complete the form with their name and contact information, then place the form & their payment in the bag. The bag will be placed in the cash box. Sellers may check the cash box and remove their payments at any time during the conference. (The cash box will be removed and kept in a safe place each night.)

If you want to buy an item:

You have two ways to do it:

(1) If it's an item in the "Items for Sale" box, read the form and contact the seller by phone or email or by finding the person during the conference. Pay the seller directly and arrange to get the item from the seller.

(2) If the item is on the Yard Sale table, remove it from the bag. Complete the form in the bag, add your payment, and place the bag in the cash box. Please note whether the seller is accepting cash only or checks and pay accordingly. OR You may find the seller and give the form and payment directly to the seller yourself.

4.K Sample Crank-In Sale / Swap Forms

Item for Sale Form

Sellers: For items that are expensive and/or bulky, please fill out this form & place it in the "Items for Sale" basket on the Yard Sale table. Be sure to include your contact information.

Buyers: Use the phone number and/or email address to contact the seller if you are interested in this item.

Name of item: _____

Sale price: \$_____ ___ firm ___ negotiable

Seller's name: _____

Cell #: _____

Email address: _____

Item for Sale Form

Sellers: For items that are expensive and/or bulky, please fill out this form & place it in the "Items for Sale" basket on the Yard Sale table. Be sure to include your contact information.

Buyers: Use the phone number and/or email address to contact the seller if you are interested in this item.

Name of item: _____

Sale price: \$_____ ___ firm ___ negotiable

Seller's name: _____

Cell #: _____

Email address: _____

4.K Sample Crank-In Sale / Swap Forms

Yard Sale Form

Sellers: Fill out this form. Place the form in a bag with the item for sale.

Buyers: Complete this form, then remove the item you're buying. Place the form with your payment back into the bag. Place the bag in the cash box on the yard sale table. Thank you!

Name of item: _____

Sale price: \$_____ cash only check OK

Seller's name: _____

Seller's Cell # or Email address: _____

Buyer's name: _____

Buyer's Cell # or Email address: _____

Yard Sale Form

Sellers: Fill out this form. Place the form in a bag with the item for sale.

Buyers: Complete this form, then remove the item you're buying. Place the form with your payment back into the bag. Place the bag in the cash box on the yard sale table. Thank you!

Name of item: _____

Sale price: \$_____ cash only check OK

Seller's name: _____

Seller's Cell # or Email address: _____

Buyer's name: _____

Buyer's Cell # or Email address: _____

4.L Sample Contest Rules and Entry Form

Sample Crank-In General Contest Information

Crank-In attendance is required to participate in contests.

- Entries will be accepted at the Crank-In on Thursday from 9:00 a.m. until 6 p.m. Each entry **MUST** be accompanied by a fully completed entry form. See General Contest Rules for specifics.
- A ballot will be provided in each registration packet. Each category will be listed, with a place to write the number of an entry in each category. A ballot box will be provided next to the tables on which entries will be displayed. Contest judging will open on Friday after lunch, and close on Saturday before lunch. Votes will be tabulated after lunch on Saturday. Winners will be announced after dinner on Saturday.
- First, second and third prize ribbons will be awarded in each category, along with a special prize provided by the Crank-In Committee.
- The one entry that receives the most votes will receive a Grand Prize Rosette as the "People's Choice". In case of tie(s), a rosette will be awarded to each entry. A special prize will also be provided by the Crank-In Committee.

TOPS TO TOES AND BEYOND ON THE CSM! **CONTEST INFORMATION AND RULES**

General Contest Rules

- All entries, except in the GADGETS/TOOLS/WORK AIDS category, must have been made primarily on a circular sock knitting machine.
- A separate, completed entry form must be submitted for each entry. **ONLY ONE ENTRY PER PERSON PER CATEGORY IS ALLOWED.**
- Any entry that is intended to be worn/used as a pair (or more) must have **ALL** items (i.e., sock entries must contain both socks, doggie socks must have 4 socks). Items need not match exactly, but it must be evident that they are intended to be used together.
- Entries must remain in the display area until after the awards are announced. We encourage you to leave them on display so others can see them. If your entry is unavailable during the hours of judging, it will not be judged.
- Entries must have been created by the entrant (no kits) between July 1, 2015, and July 1, 2016; and may not be entered in any previous CSKMS Crank-In contest.

4.L Sample Contest Rules and Entry Form

Categories

Category #1: SOCKS (Because That's Mostly What We Do)

A. SOCKS - HANDSPUN YARNS [NATURAL FIBER(S) ONLY].

Commercially spun yarn may NOT be used for this category. Synthetic yarn, or a yarn containing any percentage of synthetic fiber (including commercially processed bamboo) may NOT be used for this category. Your entry form should include the following information:

- a. Fiber type(s) (sheep, goat, alpaca, rabbit, etc.),
- b. Dyeing process (if any);
- c. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

B. SOCKS - SPECIAL TECHNIQUES – cables, diamonds, argyles, lace, embellished, etc. Your entry form should include the following information:

- a. Technique used (particularly if it is not obvious from looking at the item)
- b. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

C. SOCKS - HOLIDAY THEMES – 4th of July, Christmas, New Year's, Valentine's Day, St. Patrick's Day, Easter, Halloween, etc. Your entry form should include the following information:

- a. An identification of the holiday that is the theme of your work.
- b. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

D. SOCKS - CUSTOM DYED – Commercially spun yarn may be used for this category. The yarn may be any fiber(s) you choose. Your entry form should include the following information:

- a. Fiber(s) used.
- b. Technique(s) used.
- c. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

Category #2: CLOTHING AND ACCESSORIES

A. ADULT CLOTHING (OTHER THAN SOCKS). Items that might fall into this category include shawls, jackets, sweaters, ponchos, etc. Your entry form should include the following information:

- a. Yarn type and weight
- b. Knitting technique(s)
- c. Construction technique(s)
- d. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

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B. NON-ADULT CLOTHING (OTHER THAN SOCKS). Items that might fall into this category include baby and/or child-sized shawls, jackets, sweaters, ponchos, etc. Your entry form should include the following information:

- a. Yarn type and weight
- b. Knitting technique(s)
- c. Construction technique(s)
- d. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

C. ACCESSORIES (OTHER THAN SOCKS). Items that might fall into this category include hats, purses, gloves, belts, sashes, hosiery, etc. Your entry form should include the following information:

- a. Yarn type and weight
- b. Knitting technique(s)
- c. Construction technique(s)
- d. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

Category #3: TOYS AND HOUSEHOLD ITEMS

A. TOYS. Items that might fall into this category include knitted blocks, dolls, animal toys, etc. Your entry form should include the following information:

- a. Yarn type and weight
- b. Knitting technique(s)
- c. Construction technique(s)
- d. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

B. HOUSEHOLD ITEMS. Items that might fall into this category include pillows, curtains, containers or container covers, etc. Your entry form should include the following information:

- a. Yarn type and weight
- b. Knitting technique(s)
- c. Construction technique(s)
- d. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

Category #4: ART PIECES/DECORATIVE DISPLAY

A. ART PIECES. Items that might fall into this category include wall art, statues, and any item that functions as a decorative display. Your entry form should include the following information:

- a. Yarn type and weight
- b. Knitting technique(s)
- c. Construction technique(s)
- d. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

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Category #5: MISCELLANEOUS

B. OTHER KNITTED ITEMS. Items that might fall into this category include items that do not clearly fit into any of the other categories. Please note: This category is very limited! Your entry form should include the following information:

- a. Description of the item and its intended purpose.
- b. Yarn type and weight
- c. Knitting technique(s)
- d. Construction technique(s)
- e. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your item.

Category #6: VINTAGE KNITTING

Items entered in this category **MUST** be items created from a vintage pattern from one of the various CSM manuals. These must be recognizable items rather than samples of fancy stitches or techniques. Fancy stitches or techniques may be incorporated into the items, for extra credit in scoring.

NOTE: A photocopy of the pattern for the item must be submitted with the entry, along with the name and year (if known) of the manual used (and for which machine), so that it can be referred to during the judging process.

Category #7: GADGETS/TOOLS/WORK AIDS

Items that might fall into this category include anything that has a purpose or a function related to knitting on a CSM. A past example of a "Gadget" is the set-up basket made out of a wire whisk! Use your imagination! Your entry form should include the following information:

- a. Description of the item and its intended purpose.
- b. Yarn type and weight, if applicable
- c. Knitting technique(s), if applicable
- d. Construction technique(s)
- e. Any other information that an expert judge should know in order to appreciate the work that went into the creation of your

4.L Sample Contest Rules and Entry Form

ENTRY FORM Sample Crank-In Contests

INSTRUCTIONS: Complete one Entry Form per item. Each participant is limited to one entry per category. Individual pieces designed as a unit or set are considered one entry. If you need more space, use the reverse side of this page.

Name of Artist	Entry # (for registrar use)
Address	Phone # Email Address
Title/Description of Entry	Category Number (may be changed at the discretion of the registrar) <hr/> Level of Expertise (Beginner, Intermediate, Advanced):
Technique(s) Used	
Dimensions	Price or NFS (Not For Sale)
Other information required by contest rules: Creatively Dyed: yes___ no___	Inspiration or story of creating piece
<p>Special Handling or Display Instructions. NOTE: Include all required display pieces with your item! If you have any questions about displaying items, contact:</p> <p><i>Contact, Email</i></p>	

WAIVER: By signing in the space provided below, entrant acknowledges that the [Committee] accepts no liability for loss of, destruction of, or damage to the items submitted for entry. Further, entrant waives any and all claims against the Sample Crank-In Contest Committee for loss or damage to items entered in the Juried Show, including, but not limited to, damage caused by fire, wind, or water, and loss due to theft.

Acknowledged and Agreed to this _____ day of _____, 20_____.

Signature: _____

4.M Sample Crank-In Logo/Graphic

A Crank-In graphic helps identify the crank-in and is useful on a website, social media, and for use as a logo on all forms, publications and advertisements.

Here is an example using elements from a venue's location in a wooded setting, plus CSM-related images.

