

# Checklist for lace making demonstrations

- ❑ Directions to the location; name and phone number of the contact person; details of parking arrangements; where to register/pick up badges, etc.
- ❑ Lace pillow with usual supplies, needlelace or tatting (with project already started)
- ❑ An extension cord and light (check ahead of time that there will be electricity)
- ❑ Lace making supplies (extra bobbins, thread, pins, pattern/instructions, etc.) or supplies for tatting, needlelace, etc.
- ❑ "Try It" pillow set up ready to demo, or extra tatting or needlelace supplies for visitors to try
- ❑ A chair (if one is not being provided by the venue), as well as cushion to sit on
- ❑ Small table for lace pillow, or for other supplies
- ❑ Table for display (if space allows) and tablecloth. Bring clips to hold the cloth down if you will be outside
- ❑ Items for display:
  - NELG newsletters
  - IOLI magazines
  - Samples of finished lace or your lace portfolio (if you have one)
  - A small selection of lacemaking books
  - Pillows and/or a variety of bobbins, tatting shuttles, etc.
  - Ipswich exhibit, if appropriate for the event and venue (please contact the [MAL](#) to arrange)
- ❑ [NELG business cards](#) (available on the NELG website)
- ❑ NELG banner (available from the [Member at Large](#))
- ❑ Any other personal items
  - Layers of clothing is a good idea if you are outside, along with sun screen, a hat, gloves
  - Drinks, snacks, lunch, damp cloth to freshen up

Questions? Contact the [Member at Large](#)