



**Embroidery Training – Sign-Up Form
October 22 – October 25, 2018**

Embroidery Training Studio: Melanie Coakley
Melanie Coakley – EmbroideryFX
3444 Ringgold Road
Chattanooga, TN 37412
T 423-413-7514 Fax 423-629-7611

Seating Is Limited! Fax or email this form to reserve your seat.

Company Name: _____

Personal Name: _____ (one signup sheet per person attending)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Email: _____

A 50% Non-Refundable Deposit is required to reserve a seat. Fees are 250.00 per day + 50.00 materials/classroom fee. Deposit is non-refundable but may be applied to a future training session if a conflict of dates arises.

Deposit Paid By:

Check: # _____ & amount _____ & date mailed _____

Master Card#: _____ & amount _____ & date Paid _____

Expiration Date: _____ CVC Code: _____

Special Needs: (dietary, handicap, etc...)

Class Times:

10:00 to 4:30 except Thursday which ends at 4:00. Lunch is included.

Things to Bring:

Laptop, EXTERNAL MOUSE or pen tablet-(touchpads are not easy to use for digitizing), USB Stick, notebook, samples of embroidery you have done that need answers as to what went wrong or right that you want to share.

Artwork that you may have questions on how to digitize.

Suggested Hotels:

Fairfield Inn & Suites by Marriott
Chattanooga South/East Ridge
1453 Mack Smith Road, East Ridge, TN 37412
T 423-499-4080 Fax 423-499-4079

Holiday Inn Express
1441 N. Smith Street
East Ridge, TN 37412
T 423-308-0111 Fax 423-308-0120

The above hotels are approximately 4 miles away.

You can also check out Downtown Chattanooga Hotels (approx. 5 miles away) as well as hotels located near Hamilton Place Mall (approx 7 miles away).

If you are flying in and need a ride to and from the hotel, it is necessary for you to stay at the hotels listed under "Suggested Hotels" above and call Melanie 423-413-7514 or Steve 423-413-7512 for pick up times.

We look forward to seeing you in class. If you have any questions feel free to call Melanie - 423-413-7514.