



Guidelines for Submitting a Petite Project

Petite Projects are intended to be small projects, suitable for a two-hour or half day chapter class. They can be any embroidery technique.

- The Petite Project must be original or you must have received written permission from the designer for use of the design. This written permission must be submitted with the project.
- The project belongs to the designer who maintains the designer's copyright.
- The petite projects must be presented in such a way that a chapter or individual could follow the instructions and complete the project without having the designer available to answer questions. The instructions must be well written and include clear diagrams for the stitches used in the project. Finishing suggestions should be included, if applicable.
- Petite Projects must be piloted. The education department will arrange to pilot the project. Initial piloting by the education department may result in suggestions for improvements of the instructions or charts and other illustrations. It is vitally important to make sure that the “bugs” have been worked out and that the skill level listed is appropriate for the project.
- It is important to remember that this project may be photocopied to be used as a chapter program. All images and diagrams must be able to be cleanly reproduced and posted to the EGA website. Some chapters cannot afford to reproduce the color copies so all illustrations, photographs, charts and stitch diagrams must be clear and able to be reproduced on any copy machine.
- In the case of cross stitch charts, use black and white symbols instead of colors/colored symbols.
- Copyright symbol, date and your name as well as the title of the project and Petite Project should be in a footer on each page. Pages should also be numbered. See page 3.
- Petite Projects should be submitted to EGA in an electronic Word file whenever possible. This makes it easier to put it into consistent format for Petite Projects and to update as necessary. Pdf files will not be accepted. It is recommended Times New Roman text, font size 12 be used except where noted on the first two pages.
- A color photo of the project is needed for the cover. Use a digital camera and submit the image as a jpeg file. An excellent scanned image may be acceptable but is not the preferred choice. Refer to the Photography Guidelines on the EGA website – www.egausa.org. They are in the Members Only section, Document Downloads under General.

- The EGA Education Department will review the project, proof it and make sure it conforms to the Petite Project format. If changes are deemed necessary, the designer will be consulted before the changes are made.
- By submitting your project, you are giving EGA permission only for its use as a Petite Project. We will need permission to put your name and email on the cover or first page of the text and to release the project through a Presidents' Mailing, promoted in monthly E-Newsletter and placement on the EGA website.
- The following wording will be on the front cover:

Permission is extended to any member, chapter or region group of the Embroiderers' Guild of America, Inc. to COPY and TEACH this design only as a scheduled program. All rights are reserved by the author. These instructions may not be copied or distributed in part or as a whole either as a handout, sold as a fundraiser or printed in a newsletter. This file may be printed or distributed electronically by EGA chapters. Individual members may download and print a copy for their personal use. **This file may not be posted on any other website, blog, or social media.** Please send a copy of the newsletter announcing the program to the Designer.

Petite Project Outline

Cover page – title, skill level, technique, clear color photo, designer, date, EGA info.

Skill levels:

Beginner: A stitcher with no experience in the technique being taught.

Intermediate: One who has knowledge of the basic stitches, the materials, and their use in a given technique.

Advanced: One with the ability to execute simple as well as difficult stitches in a specific technique. The person also has knowledge of color and design which will allow for exploration and creativity.

All Levels: Suitable for stitchers of all skill levels.

Page 2 – title, designer, designer email

One or two sentences about the technique

Materials list – generic terms with specifics for project as worked
i.e. – 6-strand cotton embroidery thread, black (DMC #310)

Begin instructions – illustrations as well as words; finishing instructions for project as shown and perhaps suggestions for alternate finishing

On last page there should be 2 or 3 references for further study in the technique

Illustrations – full size pattern – can be on first or second page or at the end, identify what page it is on.

Steps with diagrams, charts, photo if clear in black and white

Footer – title of project, designer's name, date and page numbers



PETITE PROJECT (20)

Name of Project (20)

Skill level: (14)

Technique (14)

Photo of Project

Designed by Teacher's Name (18)

Year (14)

Compliments of the EGA Education Department (12)

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Name of Project (16)
Teacher's Name (14)
Teacher's email address (12)

Footnote as below. No footnote on cover page. This page will be 2 Use size 10 font.