

# Instructions for Project at-a-Glance

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

(Most articles are sent to authors for proofing via e-mail as pdf files—or by fax if you don't have e-mail. If you don't have either e-mail or a fax machine, give a fax number of a friend or local copy store where proofed copy can be faxed to you.) Fill out the blanks below giving as much detail as possible. Use the other side or another sheet for any additional words. (If you use a word processing program to give the information, copy the topics as they are given here.) It is extremely important that all projects use currently available yarns. Verify that your yarns can be purchased and check yardage, color numbers, and names carefully. Attach yarns to this sheet. If your yarn is no longer available, it is essential that you find a substitute. Include a sample of the discontinued yarn and the substitute yarn if possible.

Include only *one* draft that also shows exactly how many warp ends to thread and how many picks (or inches) to weave (use *Handwoven* drafts as an example for format). If the color order is complicated, include warp and weft color order charts.

## PROJECT at-a-Glance for: \_\_\_\_\_ give name, number of items, (i.e., 1 tablecloth, 6 napkins)

**Weave structure**  
(summer and winter, overshot, twill) \_\_\_\_\_  
\_\_\_\_\_

**Equipment**  
Loom (# shafts): \_\_\_\_\_  
Weaving width: \_\_\_\_\_  
Reed: \_\_\_\_\_  
# of shuttles and/or bobbins: \_\_\_\_\_

**Yarn amounts**  
Warp yarns and amounts: \_\_\_\_\_  
\_\_\_\_\_ (use other side if needed)  
Weft yarns and amounts: \_\_\_\_\_  
\_\_\_\_\_ (use other side if needed)

**Specific yarn information**  
Attach a 6" piece of each yarn (tape one end of the yarn above its specs). Use other side if necessary.

Warp: yarn names, yds/lb, color  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Weft: yarn names, yds/lb, color  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Yarn sources**  
Only give sources where you have verified the yarn is currently available. If the yarn is not available, attach a substitute yarn with the yarn you used and give its source instead. \_\_\_\_\_  
\_\_\_\_\_

**Warp order and length**  
# of ends: \_\_\_\_\_  
Length: \_\_\_\_\_  
Color order (attach a chart if necessary):  
\_\_\_\_\_

**Warp and weft spacing**  
Sett (ends per inch): \_\_\_\_\_  
Width in the reed: \_\_\_\_\_  
Picks per inch (measured on the loom as you are weaving): \_\_\_\_\_

**Fabric measurements**  
Length of fabric measured under tension on the loom (keep measurements as you weave):  
\_\_\_\_\_  
Length of fabric after it is removed from the loom: \_\_\_\_\_  
Width of fabric after it is removed from the loom: \_\_\_\_\_  
Length of fabric after washing and drying (indicate if measurement includes hems or fringe and give the separate measurements of each):  
\_\_\_\_\_  
\_\_\_\_\_  
Width of fabric after washing and drying: \_\_\_\_\_  
\_\_\_\_\_