



4101 PARK AVENUE / MEMPHIS, TENNESSEE 38111

July 16, 1974

Mrs. Marilyn Califf  
5305 Denwood  
Memphis, Tennessee 38117

Dear Mrs. Califf:

I am very pleased that you will be able to teach the course Introduction to Patchwork and Quilting for us this fall. The course was scheduled as follows:

Millington Naval Air Station  
Monday, 7:30 - 9:30 p.m.  
September 23 - October 28

As we discussed, salary for the class will be \$15 per teaching hour or a total of \$180 for the course. We will charge a tuition fee of \$15.00 and will require a minimum of 12 students. Do you suggest that we limit enrollment to a certain number? I failed to mention this to you.

Enclosed you will find an application form and other papers for your personnel file. Please complete and return to me at:

Shelby State Community College  
P. O. Box 22026  
Memphis, Tennessee 38122

Please have three letters of recommendation and any college transcripts sent as well.

I look forward to working with you and I hope we will have a good class this fall. I will be working on publicity and would welcome any suggestions.

Please call me at 382-0504 if you have any questions.

Sincerely,

Linda C. Brasfield  
Coordinator of Continuing Education

LB:ep

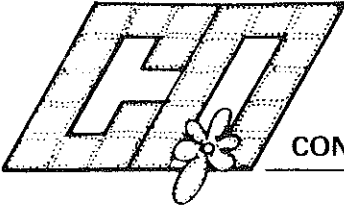
Enclosures

INSTRUCTION / PARK AVENUE CAMPUS/PHONE (901) 327-8207

## SUPPLIES NEEDED FOR QUILTING CLASS

$\frac{1}{2}$  yd. print - 4 times - that is, 4 different prints, 4 different  $\frac{1}{2}$  yds.  
 $\frac{1}{2}$  yd. matching solid --4 times - that is, 4 different solids, 4 different  $\frac{1}{2}$  yds.  
1 yd. white (All fabrics should be cotton broadcloths or cotton and polyester blends, gingham, calicos, etc. Heavier fabrics are not easy to quilt.)  
Card or box of straight pins  
2 spools cotton mercerized or polyester thread, 2 different colors  
1 spool quilting thread, white or matching your fabrics  
several quilting needles  
thimble, if you use one  
12" ruler, or tape measure  
sharp scissors  
5 pieces of inner lining, 16" square, may be unbleached domestic or any light-weight fabric. It will not be seen.  
5 pieces of Dacron polyester batting, 16" square  
1 can rubber cement  
3 sheets graph paper  
pencil  
1 hank of embroidery floss, in a color which matches fabrics  
embroidery needle  
12" x 18" piece of poster board or other stiff board which can be cut with scissors  
several sheets tracing paper  
seam ripper

The teacher, Marilyn Califf, has a quilting workshop at 3924 Brennan Drive, in East Memphis, where supplies may be purchased. She has on hand quilting needles, quilting thread, 100 different cotton fabrics, batting, domestic, and embroidery floss. Please call 323-4666 or 683-8654 for appointment. She requests that you come to the first class ready to work, with your supplies.



Marilyn Califf  
Designer/Owner

CONTEMPORARY QUILTS 5305 Denwood Avenue Memphis, Tennessee 38117

(901) 683-8654

Dear Contemporary Quilts Customer,

We're going into our third year of service to quilters. Along with taking inventory we want to "take stock" of our operation. The opinions of our most valued customers are being requested. You would be most helpful if you would answer the enclosed questions and mail back to us soon.

As a thank you for your prompt reply, we will send you a free pattern of your choice. Please note at the bottom of the questionnaire the space for your name and address and the name of the pattern desired.

Sincerely,

*Marilyn*  
Marilyn Califf