**Organizer: You should read all of this and edit it to make it fit your own project and timeline before sending it out. Be sure to delete all the items highlighted in yellow before sending it out (including this message)!**

Hello!

Please mark your calendars for our Quiet Book Assembly Day on **Saturday, Dec. 6 from 5-7pm at [insert address].** There is a link to a survey at the end of this email where you can let me know your preferences and needs (in response to the rest of this email).

**Some notes:**

* I know most of you have one, but... please don't bring your kids. (Sorry!) It'll be too crazy with the pages and sewing machines and tools.
* You should make a cover for your book ahead of time so you can bind it along with the other pages on our Quiet Book Assembly Day.
* Does anyone have a Crop-a-dile (a special hole puncher) we can use to make holes for binding? It is also used to install optional grommets over the holes. (If not, I may have to invest in one!).

**Ordering Materials:**

* I'm going to order a bunch of 1.5” book rings, which should hold about 7-8 pages comfortably. *Let me know (via survey) if you'd like me to order 2 for you!*
* I’m going to order a bunch of grommets (~$0.10/each) to make my holes look nicer. It’s just for asthetics, and the book should work fine without it. *Let me know (via survey) if you’d like me to order any for you, and how many!*
* Sewing machines: You have the option to sew your pages back to back for a cleaner look, or leave them single-sided (which allows for easier repairs in the future, and makes it easier to swap pages in and out of your book). I’m assuming some people will want to sew their pages together before binding, so if you have a sewing machine you can bring and use that night to help us sew our pages together, *please let me know (via survey).*

**The Plan for Quiet Book Assembly Day:**

1. Check out each others' pages. OOoooOOo... AhhhhhHHhh!
2. Swap pages (just walk around the table and take one of each).
3. Put your pages in the order you want them, with your front cover first.
4. *Optional: Sew your pages together back to back (looks nicer, but takes more time).*
5. Punch two holes into each page.
*Optional: Also set each hole with grommets (looks nicer, but takes more time).*
6. Slip in book rings, and... TA-DA! ALL DONE! Take a picture and look forward to some QUIET (book) TIME and happy kids!

K well, it all sounds like it'll work in my head. We'll see how it all goes :)

**>>>>>>>>>> PLEASE COMPLETE THIS FORM [🡨Link your Google Form, or replace this section with numbered survey questions.] by Friday, 10/24!!<<<<<<<<<<**

(should only take a minute)

Thanks!! I CAN'T WAIT TO SEE ALL OF YOUR HANDIWORK!

Sincerely,