





Altar Measurement Worksheet

If you would be able to send photos of your altar, that would be a good place to start. The photos should show the following:

- View of altar from the center aisle
- Closer shot of altar
- Altar from a side view to see if it is close to a wall or other things, or if it is free standing

The next part is your ideas for the altar frontal:

- How large will the frontal be? Is it a full frontal or a superfrontal?
- The season for use
- The color and type of fabric
- Trim or embellishment ideas (we can help with this)
- Details - fringe, etc

Budget: This is helpful so we have an idea of where to start.

Timing: When is the target date for delivery?

Do you have photos or other visual things that help illustrate the ideas you have in mind? (It's no problem if you don't. But if you have these, it can be a help).

What is the name of your church and do you have a website? I always like to look at any photos available online to get a feel for the church.

Additional items that may be needed for the set:

Stole: _____

Chasuble: _____

Chalice veil: _____

Burse: _____

Banner: _____

Bible Marker, Pulpit Fall, Lectern Hanging measurement sheets included in following pages.

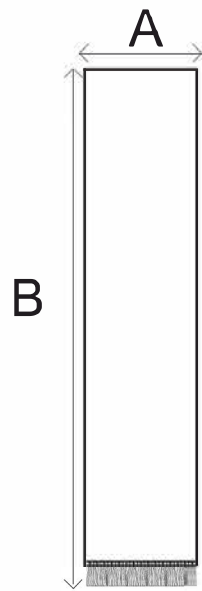
BIBLE MARKER



Date: _____

Church: _____

Season and Color: _____



Please record measurements in inches to the nearest 1/4". If a rod pocket is needed, please note the depth of the pocket.

A. Width: _____

B. Length: _____

☐ Velcro ☐ Rod Pocket: _____

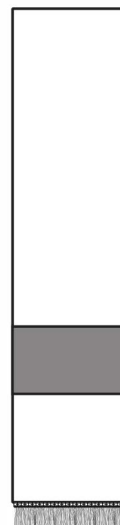
Amount Desired: _____



☐ Option 1



☐ Option 2



☐ Option 3

PULPIT FALL/ LECTERN HANGING

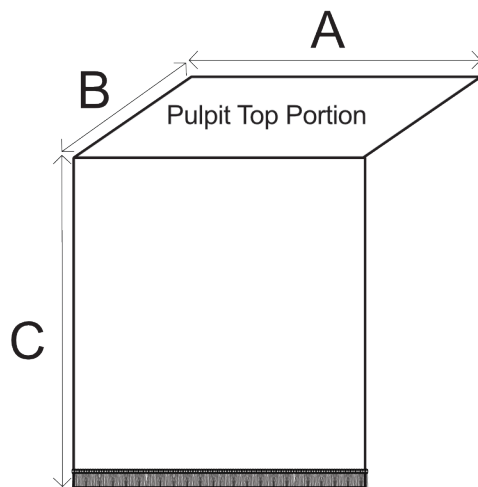


Date: _____

Church: _____

Season and Color: _____

Please record measurements in inches to the nearest 1/4". Make sure to measure the pulpit, not existing hangings. If a rod pocket is needed, please note the depth of the pocket.



A. Width: _____

B. Depth: _____

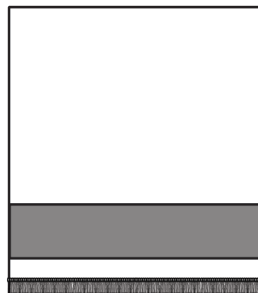
C. Drop: _____

☐ Velcro

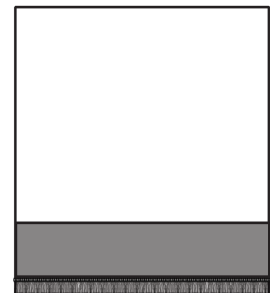
☐ Rod Pocket: _____



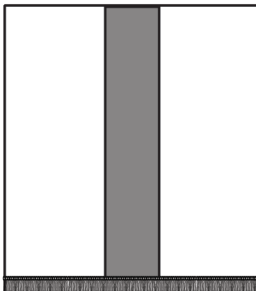
☐ Option 1



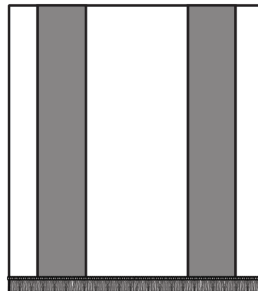
☐ Option 2



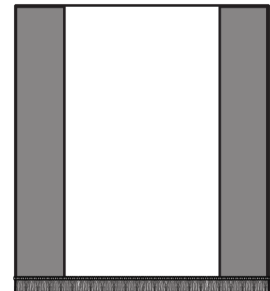
☐ Option 3



☐ Option 4



☐ Option 5



☐ Option 6

FRONTAL/SUPERFRONTALS

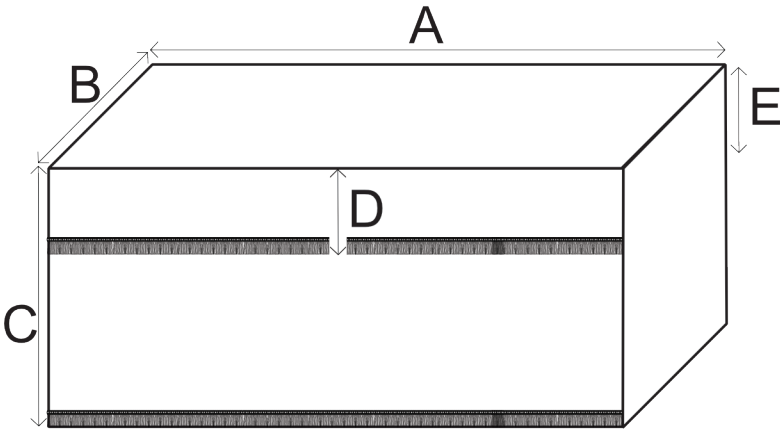


Date: _____

Church: _____

Season and Color: _____

Please record measurements in inches to the nearest 1/4". Make sure to measure the alter, not existing hangings. If a rod pocket is needed, please note the depth of the pocket.



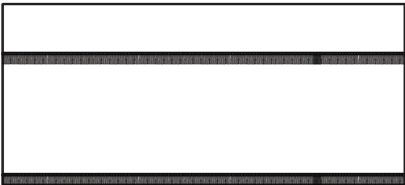
A. Width: _____

B. Depth: _____

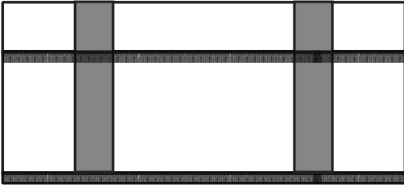
C. Height: _____

D. Superfrontal Drop: _____

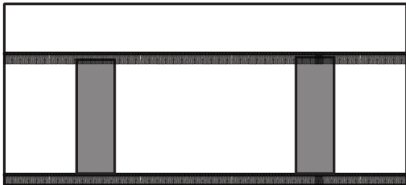
E. Back Drop (Optional): _____



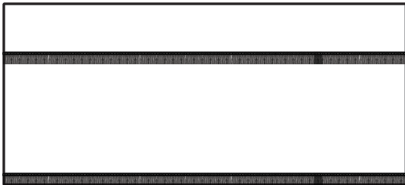
Frontal w/Superfrontal
Frontal Only
Superfrontal Only



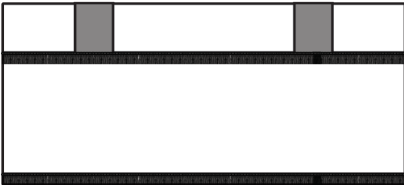
Frontal w/Superfrontal
Frontal Only
Superfrontal Only



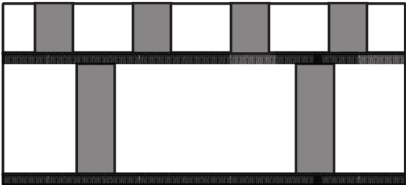
Frontal w/Superfrontal
Frontal Only
Superfrontal Only



Frontal w/Superfrontal
Frontal Only
Superfrontal Only



Frontal w/Superfrontal
Frontal Only
Superfrontal Only



Frontal w/Superfrontal
Frontal Only
Superfrontal Only

Process

Thank you for your interest in a custom set! To ensure that this project runs smoothly, there are a few steps you need to take:

1. **Form**- Return this form completed along with pictures of your church's sanctuary.
 - a. If possible, look through our website (www.ecclesiasticalsewing.com) to see fabric, trim, and potential design options.
 - b. Be sure to specify any details you want.
2. **Designs**- Once the form is completed and details given, we will put together designs for your set. We will do our best to get the designs to you within 7-10 business days.
 - a. For first time clients, a phone consultation is scheduled and completed after the designs are sent.
3. **Approval**- Choose your designs. When considering the final designs, take your time. However, be mindful of the deadline we have given you.
4. **Pricing**- Once the designs are completed, we will do our best to get a bid to you within 7-10 business days.
5. **Approval**- Approve the pricing. Again, take your time, but be mindful of the deadline.
6. **Deposit**- After the approval of the pricing, we will send an invoice for the down payment on your set. Send your payment as soon as possible. Again, be mindful of the deadline we have given you. If payment is not received by the deadline, a 25% rush fee will be added to the overall price.
 - a. For any projects totaling less than \$5,000, payment needs to be sent in full prior to production.
7. **Production**- Once we receive your deposit, we will get started on the production of your custom set.
8. **Final Payment**- When we get close to finishing your set, we will send an invoice for the remaining balance. Send payment by the deadline given to ensure that your set ships in time.

Season Deadlines

Season	Feast Date	Order Due Date (1-6 Completed)
Easter	March 31, 2024	November 31, 2023
Pentecost	May 19, 2024	January 19, 2024
Trinity	May 26, 2024	January 26, 2024
Reformation	October 31, 2024	July 31, 2024
Advent	December 1, 2024	August 1, 2024
Christmas	December 25, 2024	August 25, 2024
Epiphany	January 6, 2025	September 6, 2024
Lent	March 5, 2025	November 5, 2024

Please start the process by reaching out or sending the completed form 6 months prior to the feast date, including specialty feasts (parish specific celebrations, church holidays, etc.).

If you need custom embroidery designs, allow 3 additional months.

****Ecclesiastical Sewing - Custom Artwork and Vestment Terms and Conditions Agreement****

This Agreement ("Agreement") is entered into between Ecclesiastical Sewing ("Company") and the customer ("Customer") for the provision of custom artwork and vestment services. By signing this Agreement, the Customer agrees to the terms and conditions outlined herein.

****1. Custom Artwork Commission:****

1.1. The Customer agrees to pay in full, at the time of signing this Agreement, all fees associated with the custom artwork commission, including but not limited to design creation and digitization.

1.2. In the event of cancellation by the Customer after signing this Agreement, the Customer is responsible for paying in full the fees for custom artwork, design, and digitization.

****2. Custom Altar Hanging and Vestment Order:****

2.1. If the Customer proceeds with a custom vestment order and signs this Agreement, the Customer is responsible for paying in full the cost of the custom order. Fabrics and trims are ordered immediately and work begins on your project.

2.2 In the event that the customer wishes to cancel a custom order after signing the Agreement and after fabrics and trims have been ordered and work has begun on the project, the customer is responsible for paying the full cost of the custom order. The customer may choose to have all fabrics and trims shipped to them even if they decline to have the custom work completed.

****3. Ownership of Design Work:****

3.1. Upon completion of design work, all rights, title, and interest in and to the custom artwork and design work shall be owned exclusively by Ecclesiastical Sewing. The Customer may use the design work solely for presentations to their church body or similar purposes and shall not use it for any other reason without the express written consent of Ecclesiastical Sewing.

****4. Shipping and Transit:****

4.1. Ecclesiastical Sewing highly recommends that the Customer insures packages for the full amount before shipping. If the Customer declines transit insurance, Ecclesiastical Sewing is not responsible for any mishaps or damage that may occur during transit.

4.2. Ecclesiastical Sewing cannot be held responsible for accidents or damage that may occur during transit.

4.3. The Customer agrees to assume the risk of property damage during transit.

****5. General Provisions:****

5.1. This Agreement constitutes the entire understanding between the parties concerning the subject matter hereof and supersedes all prior and contemporaneous agreements, whether oral or written.

5.2. This Agreement may only be amended in writing and signed by both parties.