



# Quilt Prep Checklist

Follow our checklist and keep it handy as you prepare to ship or deliver your quilt project.

## Quilt Top Preparation

- Tops with pieced or block borders:* Stabilize the edges by sewing a close basting stitch, 1/8" to 3/8", along the outside edges of the top. You can also reinforce each seam by backstitching a couple of stitches as you assemble the quilt top border. This will prevent seams from pulling apart from the tension that occurs during quilting on the long arm machine.
- Press the Top
  - o Give the top an overall light pressing from the front
  - o Clip or remove any threads caught in the seams as you were assembling the top
  - o Turn the top over and press all seams
  - o Trim or remove threads, especially dark thread that may show through lighter fabrics
  - o DO NOT attach any embellishments
- Check borders for proper attachment (see my blog: Flawless Borders)
  - o Reapply borders, if necessary
  - o Press borders
    - Tip: Press borders vertically on your ironing board (seam perpendicular to the board) This will reduce stretching.
- Confirm finished top is square
  - o Measure horizontally along the top, middle and bottom – numbers should match with no more than a ¼" variance
  - o Measure vertically along the left, right and center – numbers should match with no more than a ¼" variance
  - o Place a square ruler in each corner (12" or larger preferred) – line up the side edges with the 45° centered in the corner. The corner should be square. You can trim small variances if they don't interfere with your piecing design.
- Mark the top edge of the quilt top:* Cut-out the tags at the bottom of the order form and attach with a safety pin to the desired top edge of the quilt top
- Carefully fold the quilt top, minimizing creasing (we understand some wrinkling may occur during shipping or delivery)

## Backing Preparation

- Piece the backing – When using the selvage edges, use a 1" seam and then trim to ½". *If you don't remove the selvage edge, the seam will pucker and create tucks on the back of your quilt.* It is OK to leave the selvage on the *outer edges* of the backing.
- Press the Backing. Seams can be pressed open or to one side.

- Confirm the backing is at least 4" larger than the quilt top, on all sides
  - o Backs that do not have at least a 4" excess around the entire quilt will require extensions. I charge \$2.50 per extension. Depending on the size of your quilt, it can take as many as 8-10 extensions.
- Confirm backing is square (note: it is ok to leave selvages on outer edges)
  - o *To Square the non-selvage edge:* Make a small clip in the selvage and tear the fabric. It will naturally tear along the grain. I know it's scary and if you are uncomfortable, I will do this for you at no extra charge.
  - o In most cases, your quilt back can be mounted with the selvage edge as the top edge (horizontal) on the long arm machine. When this is possible, it may not be necessary to square the non-selvage edge. When horizontal mounting is not possible, tearing the end is the best option to get a true straight edge on the backing.
- Carefully fold the backing, minimizing creasing (we understand some wrinkling may occur during shipping or delivery)

## Order Form

- Complete the Order Form

## Batting

- Include your batting – confirm it is at least 3" larger than the quilt top
  - o If piecing your batting, confirm seams are flat
- Purchase my batting – indicate type on order form

## Shipping

- Place quilt top, backing, and batting (if applicable) in a sealable plastic bag(s) [like zip bags; gallon or extra-large]
- Select an appropriate size box
- Include completed Order Form
- Ship To: Mary Ann Hutchinson  
Mary's Art Hutch, LLC  
249 Thorn Brook Drive  
O Fallon MO 63366

## In-Person Delivery

- For delivery: drape the folded top and backing over hangers. This will minimize wrinkling. If you have a garment bag, it will help protect the top and backing as well.
- Bring a completed Order Form
- Arrange a time and location for delivery
  - o by email: [mary@marysarthutch.com](mailto:mary@marysarthutch.com)
  - o by phone: 202-527-0509