

Upholstery Bureau Student Information tells you...

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THE UPHOLSTERY BUREAU offers excellent teaching and support in a relaxed environment. Through individual instruction and group learning activities, students are encouraged to engage critically, creatively and whole heartedly in the craft of upholstery.

Classes are small and mixed ability so whether you are an absolute beginner or a returner, you will be guided through traditional or modern upholstery techniques with the instruction you need to re-upholster your project. If you are a beginner, you should start with a beginner project.

See [Guide for Choosing Upholstery Projects](#) pdf and email saramac@upholsterybureau.com with a photo of your project **before** your course starts.

WHAT TO BRING

Your project You will need this for your first session. To avoid disappointment, please send Sara a photo of your project before the course starts. There are size restrictions into the workshop, as well as storage limits, so please ensure your project meets them.

Your fabric A beginner project should only need 1m – 2m of fabric. If you are attending a day course, you will need to bring it with you on the day. If you are attending a 5 or 10 week, it's always good to start looking at fabrics beforehand. See what you like! The website has information about Fabrics under **FAQs** so do take a look.

Pen & notebook You are encouraged to take notes and to record what you are doing along the way.

Some students like to bring a work apron, water or something to drink, snack or packed lunch. As you progress, you might consider ... small sharp scissors, dress making pins.

Remember, you'll be in a workshop and sometimes you will be warm, and sometimes cool, so you should dress appropriately.

ACCESS TO THE UPHOLSTERY BUREAU WORKSHOP

Please note, the workspace is on the **2nd floor** and there is only access via stairs.

When you are facing the **Duke of London** car garages, the entrance is to your right, through a large **black metal door** which is usually closed and locked. You will need to ring Sara mac on 07771 658533 when you arrive and someone will come down and let you in.

PARKING

There is **no** parking in the blue yard during the day. No parking.
 However, you may park in the blue yard for **15 minutes** to deliver and collect projects with your vehicle.
 Please be prompt with your delivery & collection to avoid causing problems.

Parking is available nearby at:

- **Morrisons** 2 hours free; then use their YourCarParking app to pay for parking for more than 2 hours.
- **Dock Road multi storey car park** opposite Morrisons
- **Butts Estate** uses pay parking app (up to 5 hours and two blocks away)

Bicycle: there is a bike rack adjacent to the entrance

Rail: Brentford Station is a 10 minute walk away and connects to Clapham Junction

Bus: Lots of buses stop directly outside on the high street E2, E8, 237 etc

For students attending evening classes, you can usually park in the blue yard after 6pm. Check the Duke of London facebook page to see when events take place as you will not be able to park on those days.

PROJECTS

If you are a **beginner**, start with a beginner type project. Small is good, or basically something that fits into the front seat of a car. Drop-in seats or a couple of dining chairs, a nursing chair (prie dieu), a corner seat or some footstools are good too.

If you are a **returning student**, you will discuss your next project with the tutor. The tutor wants you to enjoy your course, but projects need to be managed for the workshop and each class.

You may leave your project in the workspace for the duration of your course.

Please note: There is usually a queue of students wanting to do large projects and the storage in the workshop needs to be managed accordingly. Therefore, accepting a large project is based on **ability, experience, space in the workshop and your attendance** so that these projects are completed in the shortest amount of time. This helps more people to be happier sooner!

Upholstery Bureau cannot take responsibility for your fabric or project, but you can store them, for the duration of your course. Please label them with your name and phone number.

(also see the website for 'Guide for Choosing a project' and FAQs 'how long will my project take me to do')

WHAT TO EXPECT....

BEGINNERS: So if you are a BEGINNER, you should bring in a beginner project, anything that would fit into the front seat of a car – is a good guide. (See **Guide for Choosing Upholstery Projects** pdf) Please email saramac@upholsterybureau.com with a photo of your project to make sure it's appropriate. Always start with a small project as you'll have plenty to do and learn, bearing in mind that everything will be new to you. Time should be allowed to orientate yourself in the workspace, to learn where items are stored and kept and you should endeavour to get to know all the tools and what they do, handle the upholstery materials and learn their names. It's a hands-on class, so you'll be getting stuck in very quickly.

As a beginner you will cover the following:

Tools – identifying, correct handling & H&S of at least 6 tools

Pneumatic staple gun – handling and H&S

Working with traditional materials – sheet waddings, natural and animal fillings, Hessians

Working with modern materials – foam or rubberised hair, polywadding

Choosing the right fabric and different trimming and finishing options

We will cover the correct way to rip out a project. As topics arise, we'll look at simple frame repairs and preparation, discuss the different ways to re-upholster either by way of traditional techniques required for old chairs and projects, or modern techniques when we use foam and staples or a combination of both techniques. We'll look at the different corner pleats and the cuts used to allow fabric to pass around posts and rails to ensure a neat finish.

As part of the craft, and to get the most from your course, all students are encouraged to take notes, make sketches and take photos to record their practise.

WHAT TO EXPECT...

RETURNERS/or Advanced: If you are returning to upholstery with some or quite a lot of experience, you will be guided through your project depending on your needs. You should be organised and keeping a note book and recording, however briefly, notes about your work. The tutor will be asking YOU questions as a prompt as to what comes next. It may just be that you need to re-activate the 'upholstery lobe' in your brain but there will be lots of opportunity to review different skills for stitching the perfect rolled edge, choosing, lashing and sewing in springs, making precise cuts and measuring up for a cutting plan. You might even need to refresh yourself with how to use a web stretcher. No problem!

Check your course details when you enrol to see if there are specific topics being covered.

Group topics can include using demonstration, quizzes, Q&A's and sometimes watching an online video.