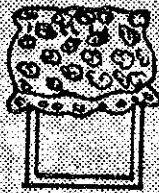


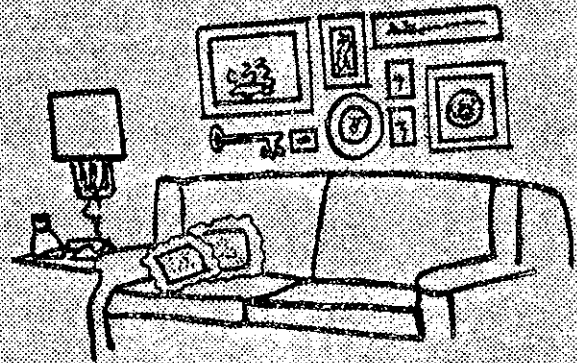
RURAL ORGANIZATION SPECIALIST

*Clinton*

## HOME DECOR PLANNING



Window Treatments



A Style of Your Own

Home Decor Planning - Adult Homemaking Project

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Welcome to the Home Decor Planning course!

This leader's guide has been developed to give you maximum help in planning meetings and in presenting the course materials.

The program is divided into three sections. You are required to familiarize your group with the information in each section. Within that requirement the group can spend more time on the sections most relevant to them. For example, new homeowners and those planning a change may want to emphasize Section I - The Planning Process.

Section I looks at the planning process. To help you teach this material there are a number of exercises for members to do at the meeting. Other resources include interior design people and experiences members have had.

Section II is a practical sewing section. The Home Decor Planning book and Making Curtains and Draperies are your resources. Members will practise techniques for balloon and roman shades; cornices and valances; and draperies.

In Section III members compile a candlewicking sampler. As part of personalizing the environment, they will also study ideas for arranging pictures and collections. Time is allowed for evaluation and summary program planning.

The Leader's Guide is set up with a standard format for each meeting:

Objectives  
Time Schedule  
Planner \*  
Next Meeting Planning

\* The member's manual contains almost all the information in this project. The leader's guide contains ideas on how to teach it.

An outline is included for a one day (8 hr.) program or a three session (9 hr.) program.

### Objectives

Participants will:

1. Make a workable, long term plan for their home interior by working through the exercises in Section I.
2. Practise the skills and receive the information needed to sew their own window treatments including drapes, curtains, roman shades, balloon shades and valances.
3. Increase skills and knowledge in personalizing their environment through displaying pictures and collections. Learn the craft of candlewicking as one means of personalizing the home environment by completing a sampler.

This course has been developed so that it can be presented in a one-day (eight-hour) session or in three sessions (each two to three hours). Use this as a general guideline when setting up your meetings. For specific planning help, see the meeting outlines further on in this manual.

One Session approx. 8 hrs.,  
i.e., 9:00 a.m. to 4:30 p.m.

9:00 - 9:20 a.m. (20 min.)  
Welcome etc.  
9:20 - 10:50 a.m. (90 min.)  
Section I  
Steps I - V  
(No time is allowed for a speaker; therefore, other items must be condensed if a speaker is asked.)  
10:50 - 11:10 a.m. (20 min.)  
Section II  
Special Windows  
11:10 - 11:30 a.m. (20 min.)  
Measuring  
11:30 - 12:30 p.m. (60 min.)  
Demonstration and Practical Work for Roman and Balloon Shades  
12:30 - 1:00 p.m. (30 min.)  
Lunch  
1:00 - 1:40 p.m. (40 min.)  
Demonstration and Practical Work for Curtains and Draperies  
1:40 - 2:00 p.m. (20 min.)  
Discuss Valances and Cornices  
2:00 - 2:20 p.m. (20 min.)  
Section III  
Roll Call and Accessories Check List  
2:20 - 3:20 p.m. (60 min.)  
Candlewicking Demonstration and Practical Work.  
3:20 - 3:40 p.m. (20 min.)  
Discuss Displaying Accessories with Flair  
3:40 - 4:00 p.m. (20 min.)  
Home Decor Planning Quiz  
4:00 - 4:15 p.m. (15 min.)  
Summary Program Planning  
4:15 - 4:30 p.m. (15 min.)  
Course Evaluation

Three Sessions approx. 3 hrs.  
each, i.e., 7:00 - 10:00 p.m.

Session I  
7:00 - 7:20 p.m. (20 min.)  
Welcome etc.  
7:20 - 7:45 p.m. (20 min.)  
Step I  
7:45 - 8:00 p.m. (15 min.)  
Step II - Introduce Topic  
8:00 - 8:30 p.m. (30 min.)  
Guest Speaker  
8:30 - 9:00 p.m. (30 min.)  
Questions  
9:00 - 9:45 p.m. (45 min.)  
Steps III, IV, V  
9:45 - 10:00 p.m. (15 min.)  
Directions for Next Meeting

Session II  
7:00 - 7:20 p.m. (20 min.)  
Outline Session and Discuss Special Windows  
7:20 - 7:30 p.m. (10 min.)  
Measuring  
7:30 - 8:20 p.m. (50 min.)  
Demonstration and Practical Work: Roman & Balloon Shades  
8:20 - 9:00 p.m. (40 min.)  
Demonstration and Practical Work: Curtains and Draperies  
9:00 - 9:20 p.m. (20 min.)  
Discuss Valances and Cornices (If a guest speaker from a fabric or drapery store is invited, have him/her speak from 8:00 to 8:30 p.m. with 8:30-9:00 p.m. for questions.)

Session III  
7:00 - 7:20 p.m. (20 min.)  
Outline Session and Roll Call Accessories Checklist  
7:20 - 8:20 p.m. (60 min.)  
Candlewicking Demonstration and Practical Work  
8:20 - 8:40 p.m. (20 min.)  
Displaying Accessories with Flair  
8:40 - 9:00 p.m. (20 min.)  
Home Decor Planning - Project Review  
9:00 - 9:30 p.m. (30 min.)  
Summary Program Planning  
9:30 - 10:00 p.m. (30 min.)  
Course Evaluation

# SECTION I

## SECTION I The Planning Process

**Objectives:** Participants will begin a personal decorating plan incorporating a financial plan and decorating idea file.

**Advance Planner:** Review manuals . Divide responsibilities with co-leader.  
Ask participants to bring 5 to 10 pictures of rooms they like.  
Have personal decorating files and samples ready to show.  
On flip chart put . 5 steps in planning process  
    . main points from Step II - How to select an Interior Designer (opt.)  
    . Charts for Exercises A and C  
    . main points from Step III, Long Range Planning

(Optional) Ask an interior designer or decorator to come and speak on how to plan an interior and/or on the services they offer.

**Time Schedule:** 2 to 3 hrs.

Minutes	Discussion and Activities
15	Welcome etc.
5	Outline 1st meeting.
30	Step I
15 to 60*	II
15	III
20	IV
10	V
10	Directions for next meeting

**Planner:**

1. Welcome. Distribute manuals. Using visuals where possible outline the general program.
2. Review members requirements. Show samples where possible.

\*Extra time is allowed for a guest speaker.

3. Outline the five steps in section I, The Planning Process. Specify that by the end of the meeting the participants will have started a long range decorating plan.
4. Step I - Participants do Step I exercise A. Show the example in the book or use your own personal plan.
5. Step II - Use magazines or catalogs as a visual aid to briefly discuss Research the Market.
6. Step II - To cover:
  - a. "How to Select an Interior Designer and When to Use an Interior Designer" have point form notes on flip chart or blackboard. Ask group members to share their experiences in working with an interior designer or decorator.

At the time this manual is being written (July '84) the interior designers in Ontario are attempting to have a title act passed in parliament. It will allow the professionals in interior design become Registered Interior Designers of Ontario. To belong, you must have a combination of seven years training and experience. The terms interior designer and interior decorator will still be able to be used by anyone. Only members of R.I.D.O. will be able to use those letters behind their name.

- b. An alternative is to ask an interior designer or decorator to come and speak on this topic.
- c. Exercise B. List three things you think you need to know before you see a designer.

Answers:

- i. Know what you and your family are like (messy or tidy, casual or formal).
  - ii. Have a realistic idea of how much you can spend now and in the long term.
  - iii. Have a good idea of what you like and need i.e. We need an office area. We need a spot for the children to entertain their friends while we watch television.

7. Step II - Have Exercise C Home Decor Plan drawn on a flip chart before the meeting. Show an example from the manual or your personal plan. If there is time have participants fill in the chart for the room chosen in Exercise A. Provide catalogs for price reference.

8. Step III - Here are discussion points for the section on Long Range Planning. This section may also be covered by an interior designer or decorator.

- \* Use 3 phase decorating if budget is limited.
- \* Phase I: Aim for maximum impact for minimum money i.e. recover a sofa you cannot afford to replace, rearrange furniture to suit activities, add some plants for low cost impact.
- \* Phase II: 3 to 5 year changes. First concentrate on maintenance and repair i.e. upgrade insulation. Next consider major purchases i.e. new dining room suite.
- \* Phase III: Once Phase II is done you will have more income available to add the extras i.e. a sunroom or a curio cabinet to display your doll collection.
- \* Family needs change. This plan gives you definite goals to work for but keep it flexible.
- \* Use three copies of the Home Decor Plan Exercise C to chart your three phase plan.

9. Step IV - Do Exercise D. Ask participants to share at least one common element they have found, in the pictures they brought, with the group.

Show your own decorating file(s). Mention other methods such as scrapbook, shoe box, binder, file folder. All decorating information, including long term plans, decorating ideas and room dimensions should be kept here.

10. Summarize Section I - Talking points:

- \* If you are ever to have a dream home on an ordinary budget you need a plan. Develop one for each room in the house using the information in this section.
- \* Use the resources available. When making the plan turn to books, magazines, store personnel and decorating professionals. They are all sources of information.
- \* Think in terms of your family's life-style. Get them involved in the decision making.

## Next Meeting Planner

Ask members to:

- \* bring fabric, sewing machines, sewing equipment, extension cord?, irons and ironing boards?
- \* bring pictures of window treatments (optional).



# SECTION II

## SECTION II Beautiful Windows

- Objectives: \*
- Participants complete sample techniques for roman and balloon shade, shirred curtains and drapes.
  - Participants learn ideas for treatment of special windows: dormer, picture, bay, bow, door and small windows.

Advance Planner: Prepare samples of techniques and collect supplies for demonstrating.  
Collect pictures and information on window treatments and hardware.

Ask members to bring sewing machines. Arrange for 2 irons and 2 ironing boards.

(Optional) Ask someone from a hardware store to talk on hardware available or someone from a fabric or custom drapery shop to talk on window treatment ideas.

Time Schedule: 2½ - 3 hr.

Minutes	Discussion and Activities
20	Discuss Ideas for Special Windows
15	Discuss Measuring
20	Demonstration of Roman and Balloon Shade Techniques
20-30	Practical
20	Demonstrate drapery and curtain techniques
20	Discuss Valances and Cornices
30	Guest Speaker (optional)

- Planner:
- Review ideas in Ideas for Special Windows using pictures where possible. Participants may have pictures and ideas from personal experience to share.
  - Demonstrate where to measure using an actual window or flip chart picture. Stress accuracy. Define stacking area.
  - Show picture or example of roman shade.
    - Suits medium to heavy weight fabrics like denim, canvas. Line lighter weight fabrics like broadcloth.
    - Uses minimum fabric as all you need is the width of the window.
  - Show pictures or example of balloon shade.
    - Suits lightweight to medium weight fabrics like broadcloth. May be lined.

- \* A very feminine window treatment. Can look elegant when combined with side panels or drapes.
5.
    - a. Discuss supplies needed for both shades.
    - b. Demonstrate measuring placement of rings, application of shirring and snap or ring tape.
  6. Show pictures or example of draperies.
    - \* very popular treatment
    - \* easy to sew but working with a large amount of fabric may be hard.
    - \* cost runs from least expensive for make your own to most expensive for custom made drapes. Ready-made costs lie between the two.
  7. Discuss supplies needed for draperies. Demonstrate pleating techniques.
  8. Show pictures or examples of shirred curtains. They are popular now and are the simplest window treatment to sew.
  9. Discuss sewing techniques.
  10. Show pictures or examples of valances and cornices. Discuss. Demonstrate if desired.
  11. If a speaker is invited, you may wish to schedule them for early in the evening. Time allowed 30 minutes. Reduce practice sessions to 20 minutes each.

### Next Meeting Planner

Ask members to:

- \* bring items that are candlewicked (if they have them.)
- \* bring pictures of accessories, i.e. pictures on a wall.
- \* bring sewing box.

## SECTION III

### A Style of Your Own

- Objectives:     \*     Do a candlewicking sampler.  
                   \*     Study do-it-yourself, low cost ideas for  
                           accessorizing a home.  
                   \*     Complete a Project Review Quiz.  
                   \*     Plan Summary Program.

Advance Planner:     Complete the sampler made at workshop into one of the  
                           items shown in the books (if possible).  
                           Gather pictures showing use of accessories.  
                           Gather supplies for candlewicking.

Time Schedule:       3 hrs.

Minutes	Discussion and Activities
20	Roll Call and Accessories Checklist
60	Candlewicking Demonstration and Practical
20	Displaying Accessories with Flair
20	Home Decor Planning - Project Review
30	Summary Program Planning
30	Course Evaluation

- Planner:
1. Introduce topic of accessories with roll call. Members show the picture they brought or share how they display a favourite collection.
  2. Have members do Accessories Check List.
  3. Discuss history and types of candlewicking using candlewick samplers from workshop.
  4. Demonstration and practical work of candlewicking including ideas for finishing.
  5. Discuss Displaying Accessories with Flair. Use pictures where possible.
  6. Have members do quiz for 10 minutes. Take up for 10 minutes.
  7. Plan your group's role in summary program including requirements.
  8. Complete course evaluation with members.

Project Review - Leaders Manual  
SECTION III

1. Use a valance or cornice to
  - a) make a tall window appear shorter
  - b) hide the top of a roller or roman shade
  - c) improve energy efficiency
  - d) all of the above

Answer: All of the above. The most significant improvement in energy efficiency results when the window treatments are sealed on all four edges - top, sides and bottom.

2. The four steps in a good interior design plan are:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_

Answer:

- a) What you have now and what you need.
- b) Research
- c) Make a financial and time plan
- d) Develop a style of your own

3. An interior designer can help you when . . .
  - a) you are building a new home
  - b) need ideas for a long-term plan
  - c) want to redo a kitchen
  - d) you don't have the time to do your own shopping
  - e) none of the above
  - f) all of the above

Answer: f. In addition, a designer can help if you want items that are not on the retail market in your area. An interior designer may know where to get the items or will do the shopping for you.

4. What are the most pleasing lengths for window treatments?
  - a) to the window sill
  - b) to the floor
  - c) between the sill and apron
  - d) to the bottom of the window apron

Answer: a.b. and d. The finished length of curtains, shades or draperies is measured to the sill, apron, heat unit or floor. The window molding should be totally bare or totally covered.

5. Stacking area refers to the amount of space the window treatment takes up when it is open.

True or False

Answer: True. Stacking area should not interfere with window and door opening and closing. Use it to hide a poor view or expose a good one. Use it to make a window look taller and narrower or shorter and wider than it is.

6. You are decorating a room for a little girl who loves pinks and frills. What window treatment might you use?

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Answer: Priscilla curtains or regular tie back curtains or balloon shades in a pastel solid or print fabric would suit this little girl. The window treatments could have frills on sides and bottoms. A shirred valance would complete the frilly look.

7. Name two stitches used in candlewicking.

a. \_\_\_\_\_

b. \_\_\_\_\_

Answer: French knot and colonial knot are used in candlewick embroidery often in combination with other embroidery stitches. Another form of candlewicking is tufting.

8. List three points to consider when planning an accessory grouping.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Answer: a) Place most important items in arrangement at eye level (sitting or standing).  
b) Anchor them to floor by using furniture piece (i.e. a small chair, table, sofa, fireplace etc.) that will carry the eye to the floor.  
c) Create a geometric shape with the arrangement.  
d) Evenly distribute the heavy looking picture's to balance the arrangement.  
e) Create a theme with subject matter, type of frame or matt used.  
f) Be aware of the amount of space between pictures. They should be close so they appear to be a grouping but not so close they appear crowded.

9. How could you use accents to make this room look cozy and warm? The room is big. The walls and ceiling are off-white. The floor and furniture are pine. The upholstered furniture is beige.

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Answer: Use colorful cushions on sofa.  
Use lots of pattern and/or warm colors.  
Hang accessory groupings, pictures, even a quilt on the walls.  
Set small groupings of accessories on tables etc.  
Add an area rug and pick up its color in the accessories.

10. Measure for draperies before installing the drapery rod.

True      False

Answer: False. The length is measured from the rod to the floor, heater, apron or sill. The drapery width is also measured using the rod.

## SUMMARY PROGRAM

### COMMITTEE

	Name	Address		Phone
Chairperson:	_____	_____	_____	_____
Committee Members:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

A summary program concludes this project. It is a day or evening when a number of groups gather together to display what they have made, to develop their knowledge further and to share in fellowship.

The program is planned by a committee of leaders and members chosen at the leaders' workshop. Serving on this committee involves one to two planning meetings and special responsibilities for you or your group at the summary program.

A suggested meeting agenda is on the back of this sheet. Please read it over and consider how you and your group can contribute to a successful program.

### Objectives

- a) To give participants an opportunity to learn more about some aspects of home decorating through displays, speakers, films etc.,
- b) to give course participants an opportunity to get together with members from other groups to share fellowship,
- c) to give members a target date for completion of projects.

### Education Points

1. Invite a guest speaker to talk on an interesting area of home decor planning.
  - from a crafts store on crafts for the home, i.e., hoop art, nylon stocking craft, stencilling and folk art,
  - from a fabric store on sewing tips and fabrics on the market for home decorating,
  - from a paint and paper store, department store or an interior designer on some aspect of decorating, i.e., making your home cozy in winter and cool in summer with quick decorating changes,
  - from the community on renovating an older home to conserve energy or restoring old houses.
2. Groups can volunteer to present a skit, poem, reading, song etc. pertaining to the course content (optional). These are fun for a group to prepare and are often the highlight of the program.

SUGGESTED AGENDA FOR SUMMARY PROGRAM PLANNING MEETING

1. Review agenda. Additions, deletions and changes.
2. Review what a summary program is (for new members).
3. Discuss general format, i.e., day, evening, potluck, speaker.
4. Decide date \_\_\_\_\_  
time \_\_\_\_\_  
place \_\_\_\_\_

5. Program

Individuals will display finished candlewick sampler and decorating planning files. They may also wish to display before-and-after pictures of home sewing projects or home decorating undertaken as a result of this project.

The rest of the program is decided by the Summary Program planning committee. The suggestions listed on page ( ) may be helpful.

6. Other agenda items might include:
  - Refreshments
  - Door Prizes
  - Choosing Setup, Hostess and Clean-up Committees
  - Choosing Chairperson for the Program
  - Publicity Plan

7. Date, time and place for next meeting (if needed).

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

8. Adjournment



LEADER'S REPORT FORM - Home Decor Planning

Action Request: Return completed form to -

\_\_\_\_\_ (ROS Specialist)  
at \_\_\_\_\_ (address)  
by \_\_\_\_\_ (date)

County/District \_\_\_\_\_

Group \_\_\_\_\_

STATISTICS

1. Number of meetings held \_\_\_\_\_
2. Attendance: # enrolled \_\_\_\_\_  
                  # completed \_\_\_\_\_
3. Manual Inventory: # manuals received \_\_\_\_\_  
                                  # manuals distributed \_\_\_\_\_

N.B. Please return extra manuals to the Rural Organization Specialists at Summary Program.

MEMBERS

4. Family life stage plays a great role in the type of information people want to know regarding home decor planning. How many people in your group are in each of the family stages listed here?

	# in group
Beginning family (no children or preschool children)	_____
Child rearing	_____
Post child rearing (children are grown and living away from home)	_____
Other	_____

5. How many have made (or intend to make) a long term decor plan for their home \_\_\_\_\_.

6. How many other members have made (or intend to make) the following window treatments?

valance or	balloon shade _____	drapes _____
cornice _____	roman shade _____	curtains _____



7. How many members plan to make use of the information in section III.

candlewicking \_\_\_\_\_  
patterns for small articles \_\_\_\_\_  
ideas for displaying accessories \_\_\_\_\_

8. Suggestions for future Rural Organizations and Services Branch programs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEADERS

9. How did you present this course? One session \_\_\_\_\_  
Three sessions \_\_\_\_\_  
other \_\_\_\_\_

Please explain other:

Please comment on:

10. Did your presentation of the course vary from the outline in the leader's guide? How, for example, did you emphasize certain topics?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. The amount of material in each section.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The usefulness of the Leader's Guide format (objectives, advance planner, time frame, planner, next meeting planner)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Other comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## HOMEFURNISHINGS AND EQUIPMENT

Homefurnishings, like clothing, is an area of spending for which no objective standards exist. Yet, comfortable homefurnishings can make an important contribution to family well-being. For family activities and personal relaxation appropriate furnishings are needed, and for cooking and serving food, sufficient equipment is necessary.

The standard for homefurnishings and equipment was developed through three sources: studies of family expenditures and possessions, examination of other budget standards and the inclusion by the technical committees of what seemed reasonable requirements for families. Governing factors in the selection of items to be priced were low cost and durability. Quality standards for items included in this edition of the "Guides" can be found in The Budget Guide Methodology Study, Volume V.

The budget for homefurnishings and equipment assumes gradual replacement of items over the years, or depreciation over the expected period of use. Thus, the average costs shown do not necessarily represent actual expenditures per year, but budget allocations - or saving - required to maintain basic inventories of furnishings and equipment.

Many families today purchase major homefurnishing items on installment plans, or through some other form of credit. The costs shown represent annual allocations for cash purchases of all items. With use of credit, costs would be higher. Because of the important role played by credit in family budgeting today, some comments on the use of credit are made in a separate section in Part IV below.

The budget includes pro-rated costs for living room and bedroom furniture, chests for storage of both personal belongings and household linens, household linens in sufficient quantity to permit regular changes, and kitchen equipment or appliances. The cost of a fridge and stove is assumed to be included in rent. A washer and dryer are now provided to one and two person households, as it is cheaper than the laundrette services indicated in earlier editions. Homefurnishings of which the prime function is recreation (e.g., radio, television) have been included in the section on Recreation.

