

## Embroidery Checklists

Below are helpful embroidery checklists to assist you in producing quality embroidery from the pre-production step to the final inspection step of your finished embroidery pattern.

### PRE-PRODUCTION SAMPLE

Has a reputable digitizer digitized the pattern?

- For the fabric being sewn?
- Using proper stitch selection?
- Does the design look correct and is it legible?
  - Spelling & lettering correct?
    - Lettering type clear and easily readable?
    - Capital or small case, font, spaced properly?
    - Size, boldness, height & weight?
  - Correct color and type Thread being used?
    - Correct color being used for each part of the embroidery pattern?
    - Correct type of thread (rayon, polyester, metallic, spun) to give the desired appearance & end-use requirements?
      - High sheen appearance (Rayon, Polyester, Metallic)?
      - Low sheen or “mate” or “dull” appearance (Spun Polyester, Cotton)?
      - Resistance to fading after laundry (Polyester)?
      - Specialty threads required (Metallic, variegated, space dyed)?
    - Is the design balanced?
    - Embroidery too busy (Too much Information in too small of an area)?
    - Is the finished size of the embroidery pattern (i.e. 1 ½” high by 2 ¾” wide) correct?
    - Top heavy or lopsided in appearance?
  - Meets specifications for the exact placement of the embroidery pattern on the finished product?
    - Measurements from safe reference points easy to follow?
- Could the garment design & embroidery placement have an impact on hooping?

### BEFORE SEWING

- Has the correct backing been selected?
- Are any toppings or facings required?
- Does the work order have the appropriate information regarding starting points, etc.?
- Have the proper embroidery thread types, sizes and colors been selected and have they been loaded in the appropriate needle positions?
- Have the correct needle types and sizes been selected?
- Have all bobbins been replaced to minimize bobbin changes?
- Can the product being embroidered be “hooped” or “framed” properly?
- Are clear measurements available for proper placement of the embroidery on the sewn product?

### DURING SEWING

- How often does the thread break? Are other threads available to minimize interruptions?
- How often does the bobbin run out of thread? Are bobbins available with more yards per bobbin to minimize bobbin run-out?
- Does the stitch balance look consistent from color to color on the design?
- Are machine thread tensions adjusted consistently from bobbin to bobbin, from needle thread color to needle thread color?
- Is the machine speed optimum for the pattern being sewn? Can higher machine speeds be used to reduce cycle times?
- Can the stitch density be reduced without causing “grin-through” and maintaining stitch appearance?
- Are the embroidery machines being utilized with minimum non-sewing time?

### AFTER SEWING

- Does the embroidery have the proper registration?
- Was the fabric properly hooped to minimize distortion of the fabric that the pattern was sewn in to?
- Was the embroidery pattern aligned and positioned properly on the sewn product?
- Does there appear to be excessive “pull” causing “grin-through” or distortion of the sewn pattern?
- Are all points clean with corners finished properly?
- Are any parts of the embroidery too bulky or thick?
- Are there any threads that were not trimmed properly?
- Is there any fabric “grin through” or “gapping”?
- Are there any missed stitches due to thread breakage that need to be repaired?
- Are stitches formed properly (not too loose or too tight)?
- Signs of looping or malformed stitches?
- Signs of poor tension control?
- Bobbin thread seen on topside of embroidery?
- Thread tension set so 2/3-needle thread to 1/3 bobbin thread seen on backing side of embroidery on satin stitches?
- Is there any damage to the fabric caused by the needle size or too many stitches sewn in the same area of the pattern?
- Excessive puckering or drawing up of the pattern?
- Are there excessive hoop marks that need to be steamed away?