

# — 4-PLY PLEATED MASK — SEWING INSTRUCTIONS

## WHAT YOU WILL NEED:

**100% cotton fabric- masks must be 4-ply**

**Cut 4 pieces 9" x 6" (Regular) or 7.5" x 5" (Small)**

**Earpieces: Choose ONE of the options below:**

- Rope elastic, beading cord elastic will work (cut 2 pieces 7" long with a knot at each end)
  - Flat elastic (between ¼" to ½" wide), cut 2 pieces 7" long – do not tie knots
- Fabric ties cut 4 strips of fabric 16" x 1" long. Fold the strip in half and zig zag all the way down the length of the cut edges.
  - Ribbon: ¼" to ½" wide, cut 4 strips 16" long. Finish/zig zag raw ends.

## YOU CAN MAKE TWO SIZES: REGULAR OR SMALL

1. Layer a total of 4 pieces, with the inside 2 pieces right sides together.
2. Starting at the center of the bottom edge, sew to the first corner, stop.
3. Turn the fabric 90 degrees.
4. Lay a piece of elastic (or one tie/ribbon) between the center 2 layers of fabric with the edge lined up with the corner (the long end should be on the inside).
5. Sew a few stitches forward and back to hold.
6. Sew to the next corner, stopping about 1" before getting to the end.
7. Bring the other end of the same elastic to the corner making a loop (or if using ties or ribbon, sew in a NEW tie/ribbon – do NOT loop the first tie/ribbon to this corner like the elastic step).
8. Sew a few stitches forward and back to secure it, then sew to the end.
9. Move the elastic (or tie/ribbon) into the center, out of the way so it does not get caught in your next sewing.
10. Turn to now sew across the top of the mask to the next corner.
11. Repeat steps 4-9.
12. Sew across the bottom leaving about 2" open. Stop, cut the thread.
13. Turn right side out.
14. Tuck in edges of the 2" gap and sew closed.
15. Pin 3 tucks on each side of the mask with elastic or ties. Make sure the tucks fold the same direction and are the same size as each other.
16. Sew around the entire outside edge of the mask twice.

## DONATED MASK DROP OFF LOCATIONS

### Any NGPG office

Monday - Friday, 9 a.m. - 4 p.m.

### NGHS Foundation

2150 Limestone Parkway,  
Suite 115, Gainesville  
Monday - Friday, 9:30 a.m. - 4 p.m.

### NGMC Braselton

(Main Entrance)

1400 River Place, Braselton  
Monday - Friday, 9 a.m. - 4 p.m.

### NGMC Barrow

(Main Entrance)

316 N. Broad Street, Winder  
Monday - Friday, 9 am - 4:30 p.m.

### NGMC Lumpkin

(Emergency Room Entrance)

227 Mountain Drive, Dahlonega  
Monday - Friday, 9 a.m. - 7 p.m.

For more information, visit [nghs.com/COVID-19](https://nghs.com/COVID-19)