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**ECLECTIC ART STUDIO**

eclecticartstudio.co.uk

CHECKLIST

# Open Studio Event Preparation

- [ ] Walk through your entrance and remove obstructions
- [ ] Arrange finished work at different viewing heights
- [ ] Print a price list with titles, dimensions and terms
- [ ] Prepare a visitor book for contact details
- [ ] Write short labels for work in progress
- [ ] Gather business cards, wrapping materials and a cash float
- [ ] Test lighting throughout the space
- [ ] Practise answers to common visitor questions
- [ ] Plan your route through the space and identify bottlenecks