

Checklist for your Studio Tour

- A cheery, upbeat attitude at all times
- 2 new-member applications on hand
- Trifold brochures about EBCA
- Extra Tour brochures
- Business cards and other promo material for events (ex: 29th St Juried Show)
- Munchies – don't forget about kids
- Guest book near check out area
- Tally sheet for EBCA data
- VISA/MC slips, extra change, pens, receipt books, cash box
- Fundraising envelopes
- Bags, wrap etc

On Display have the following:

- A map open and posted to help visitors plan
- Display our list of Sponsors
- VISA/MC signs

MISC

- Have helpers to tally visitors, help pack or do check out.
- Music
- Art materials for kids to experiment with
- Seating, art books and magazines
- Portfolio of your art work
- Canvas your neighborhood