

# Studio Visit **CHECKLIST**



## *Step 1:* Evaluate & Plan

- Be sure you have enough work to justify a studio visit, and that it is recent work you are happy with.
- Plan your outreach well. Consider who is appropriate to contact, the best time and way to contact them.

## *Step 2:* Edit & Stage

- Always highlight the best and most appropriate work for the visit.
- Consider the reason for the visit and edit accordingly.
- Stage the studio as needed to best highlight your work.

## *Step 3:* Be a Gracious Host

- Look at your studio from the perspective of an outsider. Make adjustments to ensure your guest will be comfortable.
- Treat your guest like a guest. Offer him or her refreshment and a clean seat.

## *Step 4:* Prepare to Communicate

- Be ready to talk about your work - in general and in the context for which it is being considered.
- Be ready to talk about your visitor and a few neutral art topics.

## *Step 5:* Relax & Enjoy

- Relax and remember they're there because they want to be.
- Enjoy the experience and don't worry about the outcome.

## *Step 6:* Follow Up

- Send a thank you note expressing your interest.
- Follow up on anything that came up during the visit.
- Get back to making work.

Taken from the free online course  
“Six Steps for Successful Studio Visits: Tips from a Visitor”