

ELDORADO STUDIO TOUR

2024 PARTICIPANT CHECKLIST

Done	Date Due	Action
	Jan 15	Sponsorship Packet available on the website
	April 5-26	Submit Studio Tour Application & Fees
	April 26	Deadline to request Prior Sponsor be retained for 2024(if applicable)
	May 3	Deadline for participant applications with \$50 late fee. Last day to drop out of the Tour with full refund
	May 10	Final Dropout date , \$50 Penalty deducted from application fee refund. No refund after this date.
	Jan 15-May 23	Contact Potential Sponsors (if participating in the Participant Sponsorship Program) see sponsorship packet for information and forms
	May 1	Attend Orientation Meeting (<u>mandatory</u> for New Participants, <u>optional</u> for returning participants)
	May 15 or May 22	Attend Participant Meeting #1 (mandatory for all participants)
	5-6 months prior	Register Your Business and Obtain a BTIN Number (previously known as CRS number) See file: 0130-04 How to get your Business Tax Identification Number found in 0130 Resource Materials Google folder.
	June3	Deadline – submittal of text and photos to the TEXT/PHOTO SUBMISSIONS COORDINATOR
	June 4	Deadline – All sponsorship forms and money due to Treasurer
	2-3 months prior	Order SQUARE or set up PAY PAL account to be able to take credit cards (if desired)
	2-3 months prior	Order Business Cards (if needed)
	1-2 months Prior	Order or purchase packing materials (if needed) and a receipt book(s)
	1-2 months Prior	Decide on refreshments to serve (if baking, bake now and freeze)
	1 month prior	Determine Studio Layout – purchase display items if needed If sharing studio space – get together with them to review space and determine boundaries
	1 month prior	Prepare Inventory List and Create signage for Pricing (as needed)

PARTICIPANT CHECKLIST (Continued)

	1 month prior	Prepare Sign-in Book – can be a notebook or pages on a clip board, include space for name, email, and a boxes to check if they want to be on your email list and the EACA mailing list. Include home address if you like to send physical mail (post cards, holiday cards, tour catalog etc) to your mailing list and clients.
	1 month prior	Put together a short Bio - frame it to be displayed
	1 month prior	Confirm helpers - confirm with friends/family the days / times they are planning to help you
	August 14 6 PM or August 20 1 PM	Attend Participant Meeting #2 (mandatory for all participants) ECIA OR Community Center Railroad Room; Pick up catalogs.
	August 26	Deadline – submittal of Artwork description cards to Preview Gallery Chair
	3 weeks prior to tour Sept 1	Send out emails or postcards to mailing list and/or friends. Start regular postings on your Facebook and/or Instagram accounts
	2 weeks prior Sept 8	Purchase paper goods for refreshments, bottled water & non-perishables as needed
	1 week prior Sept 15	Get Change from Bank
	Week of Tour	Remove art not for sale, valuables, and block off areas where you don't want visitors wandering Clean up space if needed
	Week of Tour	Set up your Studio Space
	Sept 18	Drop off Artwork, Pick up Flags and Number Signs at Preview Gallery Location (4-6:00 pm)
	1 day prior	Prep perishable refreshment items (if applicable)
	1 day prior	Charge all phones, i-pods, readers Put Gallery Manager's Contact info into your phone so you know it's her if she needs to contact you
	Sept 20	Preview Gallery Opening Reception 5-7:00 pm
	Sept 21-22	STUDIO TOUR Morning: Put out flags, signs and refreshments RELAX! HAVE FUN! Evening: bring in flags & signs , prep for the next day's tour
	Sept 23	Return Flags and signs to the Preview Gallery location and Pick Up artwork – don't forget contribution check for donation to local organizations (8-10:00 am)

PARTICIPANT CHECKLIST (Continued)

	ASAP after tour	Send Treasurer a list of visitors wanting to be on the EACA mailing
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