

# CREATIVE LATTICE

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## CREATIVE LATTICE: STUDIO VISIT CHECKLIST

Artist Checklist for Studio Visits

### BEFORE THE VISIT

#### **Purpose and Intent:**

- What is the main goal of this studio visit?
- Is this an introductory meeting, a follow-up, or related to a specific project or exhibition?

#### **Communication:**

- Have I confirmed the date, time, and expected duration with the visitor?
- Did I provide clear directions, parking information, or any special entry instructions?
- Did I provide any information about my work? A short PDF of work we will discuss or a link to my website.
- Do I want to provide any rules of engagement for my work?

#### **Studio Environment:**

- Is my studio space clean and organized to best represent my work?
- Have I selected the key artworks or projects I want to showcase?
  - What is the Main Body of work I will talk about?
  - What is my secondary body of work?
  - What is my “Behind The Scenes” content.

#### **Presentation Preparation:**

- Do I have a logical sequence in mind for discussing and showing my works?

- Have I prepared any supporting materials, sketches, or references that might be useful?
- Do I have a postcard / catalog / Printout that they can take away?

**Visitor Comfort:**

- Do I have a comfortable area for them to sit?
- Should I offer beverages or a low key snack, especially considering the visitor's comfort and any potential health needs?

**Discussion Points:**

- Have I noted down any specific topics, projects, or questions I want to discuss?
- Is there feedback I'm particularly looking for from this visit?
- What would my ideal outcome be from this studio visit?
  - What is my main goal?
  - What is my secondary goal?

**Research**

- Did I research the visitor? What are their most recent projects

**DURING THE VISIT**

**Engagement:**

- Actively listening to the visitor's feedback and insights
- Am I leading the conversation without dominating it entirely?

**Time Management:**

- Am I keeping an eye on the time to ensure all important points are covered?
- Are there specific pieces or projects I absolutely want to show or discuss before the visit ends?

**Visitor Interaction:**

- Be open to their questions and observations.
- Is the conversation constructive and mutually beneficial?
- Ask them about their upcoming projects.

#### **AFTER THE VISIT:**

##### **Reflection:**

- Did I achieve the goals I set for this studio visit?
- Were there areas of the discussion that felt particularly successful or that need improvement?

##### **\*\*\*Follow-Up:**

- Are there any points of feedback or questions that I should address or consider further?
- Send a thank-you note or any additional information based on our conversation? If possible nice to send a physical hand written note or mini-catalog