

THE CHECKLIST 2009

Follow these steps & make CWOS a big success!

PUBLICIZE YOURSELF!

- Mail your CWOS postcards and Email digital invites
- Post CWOS brochures around town & at work
- Tell co-workers, neighbors, friends, and family about CWOS
- Tell everyone to pick up the CWOS guide in the NH Advocate, Oct 1

PREPARE YOUR STUDIO / TEMPORARY SPACE

- Clean up your studio or space, including the entrance
- Put away or cover expensive tools
- For those in temporary spaces, select your newest works and bring things from your regular work space (tools, sketchbooks, old artwork) for visitors to see.
- Ask a friend in advance to studio-sit with you
- Make take-home fliers for your visitors
- Make available your artist statement, resume, price list, press clippings, and slides. Place in a binder or post on a wall.
- Hang your work
- To increase sales, consider having some more affordable work available.
In past years, artists have had good luck with small pieces and older work.

TIPS FOR YOUR WEEKEND

- Put up studio signs and arrows provided
- Give directions to nearby studios - encourage visitors to visit your neighbors!

AFTER OPEN STUDIOS

- Fill out the Weekend Report Survey online
- If you sold work, consider sharing a voluntary commission with Artspace/CWOS

2009 CITY-WIDE OPEN STUDIOS

CALENDAR 2009

Important dates and events for you to remember

- Sept. 30 2009 CWOS OFFICIAL GUIDE available in the New Haven Advocate.
- Oct 2 Festival Kick-off Party for 2009 CWOS & Grand Opening of *Dispersion*
Friday, 6–8pm at ARTSPACE
- The big party for artists, friends, and the general public.
 - Pick up your copy of the CWOS 2008-2009 Artist Directory
 - Sponsored again this year by Magic Hat with a cash bar.
- Oct 3 ALL STUDIOS OPEN
Saturday 11am-6pm
- Studios open
 - *Dispersion* on view at Artspace
 - Maps and volunteers available at Artspace, the Advocate and online at www.cwos.org.
- Oct 4 ALL STUDIOS OPEN
Sunday 11-5pm
- Studios open
 - *Dispersion* on view at Artspace
 - Maps and volunteers available at Artspace, the Advocate and online at www.cwos.org.

**RECEIPT OF ART SOLD
ARTIST'S COPY**

Artist

Title of work

Medium

Dimensions

SOLD TO

Address

Phone

Email

Price

Sales Tax

Total

**2009 CITY-WIDE
OPEN STUDIOS**

Paid: CASH or CHECK

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OPEN STUDIOS**

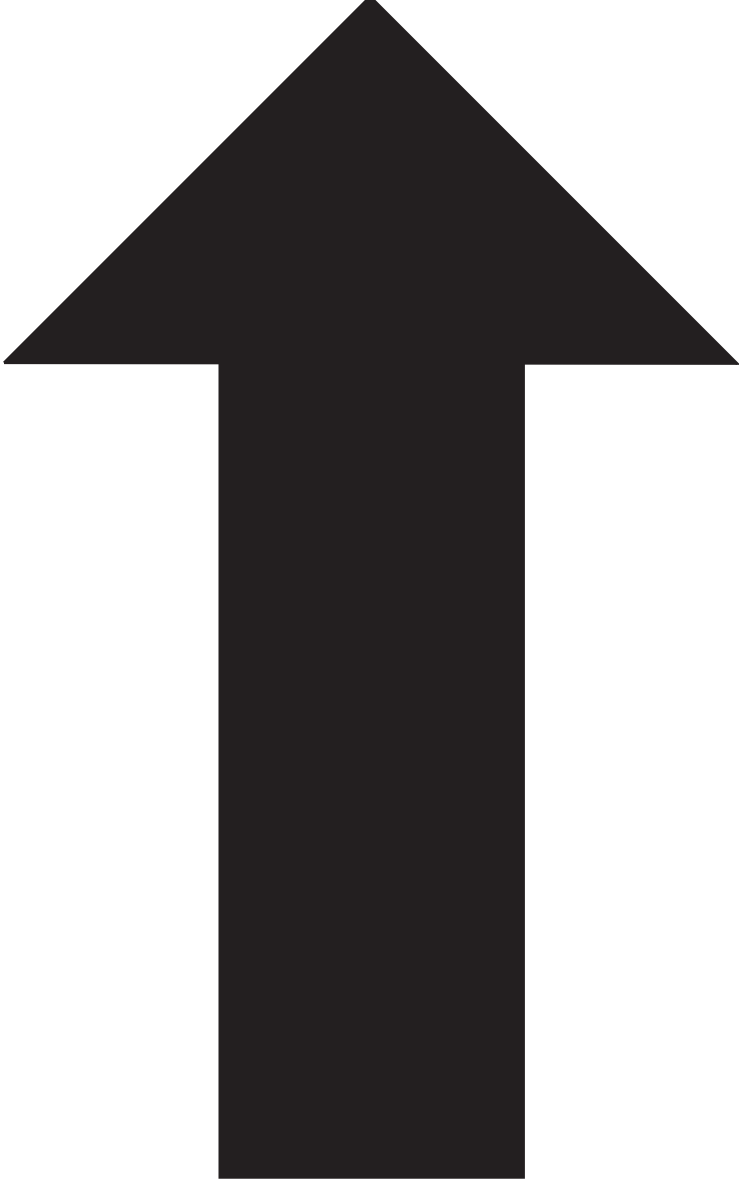
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CITY-WIDE OPEN STUDIOS

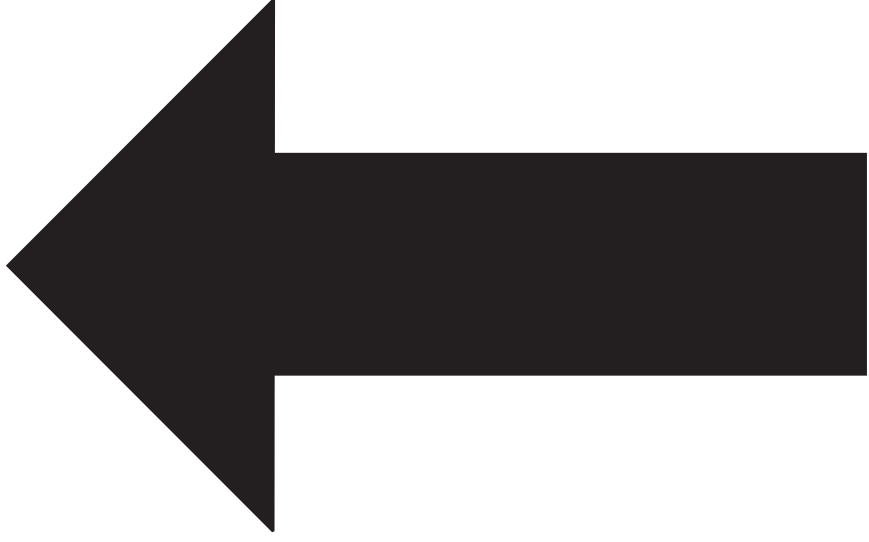
Artist Name or studio name

THIS STUDIO IS OPEN!

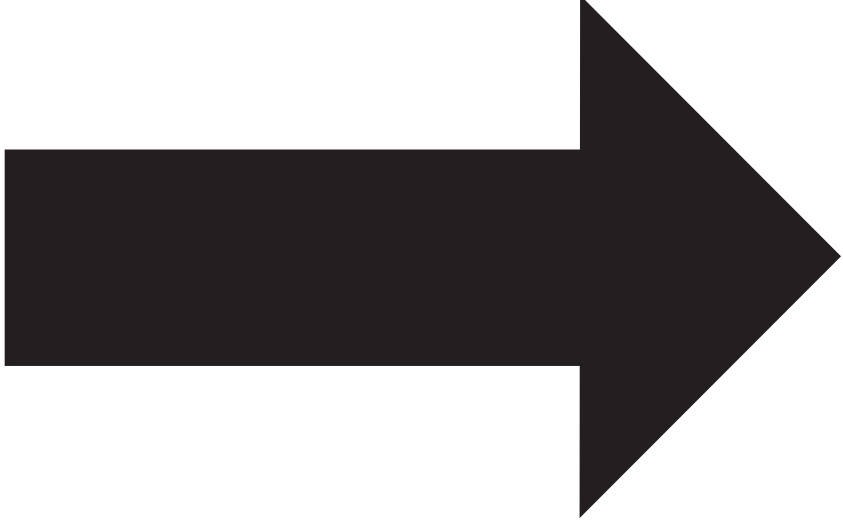
OPEN STUDIO



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