

Final Prep Tips for Studio Hosts & Art Centers

Sign Assembly

The Studio Tour directional sign comes in three major parts:

1. **One yellow sign** printed on both sides of coroplast. Use a wide-tipped magic marker to put your studio number in the space provided.
2. **Two black arrows** for each sign printed on self-adhesive vinyl. Place the arrows either:
 - On the bottom of the sign pointing right or left.
 - On the left side of the sign pointing up to indicate “continue”.
3. **One H-stand** for each sign. Place the top of H-stand into the bottom of the sign so it is centered and up to the first crossbar. Place the bottom of the H-stand as far into the ground as possible.

When to Put Out & Pick Up Your Signs

- Signs should go out no earlier than Thursday evening (*day before the Tour starts*). Be sure to get permission if you place signs on private property.
- Signs should be picked up after 4 pm on Sunday (*last day of the Tour*).
- If you plan to be in next year’s Tour, please store your signs at your studio.
- If you do not plan to be in next year’s Tour, please contact Patty Lindsey at PattyLindsey@PrescottStudioTour.com or 714-651-7648 to arrange to return your signs.

Raffle

We encourage you, the studio host, and each of your guest artists to donate and raffle a piece of your art. Studio Tour visitors love the possibility of winning a unique piece of art. The money they spend on raffle tickets helps to fund next year’s Tour and art programs for children in the Quad-City area.

Included with your materials you’ll find:

- A sign explaining the raffle and listing the price of tickets which you should post near the items being raffled.
- 150 raffle tickets.

Have a container to hold the completed raffle tickets. If there are multiple artists in your studio, you may want to have a container for each piece that is being raffled.

Have an envelope or other container to hold the raffle money. Return the raffle money by either mailing a check for the amount payable to Prescott Area Artist Studio Tour to 697 6th Street, Suite 105, Prescott AZ 86301 OR place the cash in an envelope with your name on it and drop in the slot in the door of Suite 105.

Important: visitors may buy raffle tickets at any Tour location and use them at any other Tour location holding a raffle. They do not have to use the tickets at the location where they are purchased.

Each studio host is responsible for drawing the winning raffle tickets at their studio after 4 pm on Sunday, October 3, notifying the winners and arranging a time for them to pick up what they won.

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Mailing List Sign-Up Sheet

We have included one Mailing List Sign-up Sheet with your materials and have also placed it on the website under ***More / Materials for Tour Artists*** so you can download and print it if needed.

- Make as many copies of this sheet as needed.
- Use this sheet in place of a “guest book” or “guest sign-in sheets.” You may keep copies for your records.
- Encourage visitors to sign up, but also let them know they only need to sign up at one Tour location.
- **Encourage visitors to indicate if they live outside the Quad-City area. This information is critical for receiving grant funding which we use for advertising and publicity.**
- Mail the completed Sign-up Sheets to Lynn Schmitt, Prescott Studio Tour, 697 6th Street, Suite 105, Prescott AZ 86301.

We use these Sign-Up Sheets to add to and update both our mailing list and our email list. If everyone uses the same Sign-up Sheet, it makes it much easier to accurately enter the information in our database. Your help is greatly appreciated.