



Guide to studio setup

Create an inviting space



- Arrange the space to facilitate a natural flow or movement. Ensure that there is enough room for guests to walk around and view each piece.
- Pack away clutter and make sure there are no hazards.
- Close off any areas and mark as 'No Entry' to limit access.



Are we there yet?

- Put out street roster signage and make sure your main sign and flags are displayed outside your studio.
- Stick to advertised opening and closing times.
- Mark parking areas clearly and your neighbours know well in advance that the event is taking place.



Refreshments and amenities

- If you have refreshments, you can't take payment. However you can accept a gold coin donation for a charity of your choosing.
- If you don't have refreshments, its a good idea to have some cold water available
- Clearly indicate where toilet facilities for guest use are located.



Payment methods

- Use a mobile card reader like Square, PayPal, or Stripe to accept card payments. Alternatively, digital wallets allow you to accept payment via Apple Pay and Google Pay.
- Have a cash box with a float of small notes and coins to provide change.



Get friends and family involved

- Define roles such as greeters, sales assistants, wrapping station, and technical support.
- Having help allows you to focus on engaging with guests.