

Hi 2025 Taos Studio Tour Artists,

7/21/2025


We have created a studio tour checklist to help you prepare for a successful tour this year.

- ☐ At least **two weeks before tour, send out your email to your "Taos Studio Tour" group**, giving the information about the Taos Studio Tour this year along with TST web address/link and at least one image of your artwork in the email. You may want to let them know that Taos Valley Lodge will give them 10% off a room if they mention they are attending the Taos Studio Tour.
- ☐ Include the Google Studio map link (QR code box below) in your email above.

Below is the link to the 2025 Taos Studio Tour Interactive Studio Locations:

- [https://taosstudiotour.org/files/2025%20Brochure\\_Studios\\_Interactive\\_Guide.pdf](https://taosstudiotour.org/files/2025%20Brochure_Studios_Interactive_Guide.pdf)

#### QR Code

- If your visitors have not already done so, ask them to scan the QR code on the brochure.
- The Interactive Studio Guide will open on their mobile device.
- The link will display the Interactive Studio Guide:
  - Tap on any studio and Google Maps will open with the location of the studio you selected.
  - Tap  and Google Maps will display the route from your current location to the selected studio.



- ☐ Start **distributing your assigned tour brochures on between August 13-15, 2025** and complete as soon as possible.
- ☐ **Please take pictures** of willing customers buying a piece of your work/just viewing your work so we can put them on the TST website in the studio tour section.
- ☐ It is recommended that you put your flags/**signs out on Saturday morning, August 30 and taken them in each evening.**
- ☐ It is highly recommended that you **bring your TST flag(s) and sign(s) in each evening** to prevent theft (and a \$50 fine for non-return of flag(s)/flag/signs).
- ☐ Before guests arrive, mark tripping hazards with bright tape to prevent falls/injuries.
- ☐ Make your studio or show space inviting to your tour guests. Dust, clean windows, vacuum, remove unneeded items so there are no distractions. Consider adding a welcome sign to your studio door or a welcome mat.
- ☐ Treat your studio like a professional gallery. Make small wall tags with your art's name, size and price. Use double-sided tape or museum putty to place on wall

- ☐ Consider putting out water and cups or bottled water to keep your guests hydrated while they go from studio to studio. Add a trash can for waste. Cookies or candy is a nice touch. Go with prepackaged items. Watch nuts for allergies.

## **You must the following**

- ☐ **If using paper sign-in sheets:**

Place a small table/card table near your studio entrance or inside. Place sign-in sheets on table with rock (so they don't blow away) and a pen. Most folks will sign-in on their own. If you notice people are not filling in the "how did you hear about the tour," please ask and fill it in yourself. We need to know where to spend our limited tour marketing dollars next year. Note: Please make extra copies if you usually get lots of visitors.

- ☐ Please submit your completed guest sign-in sheets electronically to [lyfitz7@gmail.com](mailto:lyfitz7@gmail.com) by **Friday, September 12, 2025**. Mailing address:


Lynn FitzGerald  
8 Nickell Road  
Ranchos de Taos, NM 87557

Thank you!

***Thank you and have an awesome Taos Studio Tour!***

***Taos Studio Tour Steering Committee***

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