

**Pre-Planning and Preparation
Prompt Sheet for NEOS Week.**

Initial Consideration

- Personal studio/workshop or shared venue?
- Are you planning to sell your art work?
- Are you planning on demonstrating(making) your art work?
- Or both, demonstrating and selling?

Sales.

- Do you have sufficient art work to sell?
- Do you have an accurate inventory of your art work?
- Is it correctly priced? Is the price clearly displayed on the art work? Do you want the Individual items priced or collectively priced and displayed on a price list?
- Does the art work need to be labelled, description etc?
- Do you require packing materials to wrap sold goods, bubble wrap/bags/card board boxes?
- Have you a cash box and float? All cash in the float must be counted prior to opening.
- Do you require a card reader? Is there a good signal or Wi-Fi service available to enable the card reader to function.

Personal studio/workshop

- Prior to planning your NEOS week display, perform a risk assessment in your studio/workshop to identify potential areas that possess risk to the visiting public such as slips, trips or falls. Action will be required to mitigate all identified risks. This should be repeated after the display has been set up to ensure all the potential risks were identified and the level of risk reduced or removed.
- Public Liability Insurance. Do you have one in place? If not, source best option.
- Do you need tables to display your art work. If yes how many and are they available?
- Do you require covers for the table(s) (table covers). Sheets or purpose made.
- Do you need display ladders/shelves/easels to sit on top of the tables. If yes how many and are they available?
- If display ladders/shelves/easels are to be used, do they need to be secured to the top of the table. If yes, how, clamps/tie wraps/screws etc.
- Will you need additional lighting to illuminate your display. If yes, what type, battery or electrically powered.
- If Additional lighting is to be used, how will it be fixed/secured to deliver Maximum benefit.
- If electric, do you have available electrical sockets?
- Do you require electrical extension cables, if yes, how long and how many.
- How will the cables be routed and secured to prevent possible tripping hazards?
- Battery powered, have you got the correct batteries and spares?

- Will it add additional interest to have a laptop/PC showing pre-recorded video and or pictures or both of your work? If yes, do you have a laptop/PC/monitor and do have suitable video or pictures?
- Will you demonstrate making your craft work, will the demonstration be easily seen by the watching public? Will it be beneficial to use a video camera and display the video on a monitor screen?
- If your work involves moving machinery, do you need to erect screens/protection railings?
- Covid 19, hand sanitiser, masks, relevant signs.
- Method of recording attendance numbers and e-mail addresses for NEOS draw.

Shared Venue.

- Packing boxes to transport your craft work to the venue. How many, do you have them, are they available? If they are too large/heavy will make them difficult to handle.
- Have you an Inventory list of your craft work?
- What is the size of your designated area/space? Do you know, have you planned your display to fit the designated space?
- Will table be supplies or do you have to bring your own tables?
- Do you need electrical power and will it be available?
- Transport requirement suitable for transporting packed craft work and if necessary, tables and display ladders.
- Is there a good signal or Wi-Fi service available to enable the card reader to function. Always prudent to check.
- What security arrangements do you require for your display during days off.

Advertising

- Distribution of NEOS books. (you may wish to insert a flyer/trail map into each book prior to distributing)
- Advertising options for consideration.
- NEOS web updates.
- Trail maps.
- Flyers, self printed, local printers or online via providers such as vistaprint.
- Local papers, magazines (Lifestyle Magazine etc)
- Social media, Facebook, Instagram, Twitter.