

TATTOO ARTIST CHECKLIST – TATTOO APPOINTMENT

2 DAYS BEFORE THE TATTOO APPOINTMENT

- Check in with your client. Has something come up where they cannot make the appointment? Are they sick? Are they nervous?
- Do they have any changes that they want to see in the design? Find out and get to work when you have a chance.
- Get all drawings done and sent off, if needed to the client for approval.
- Amend any pricing at this time and come to an agreement as to what the final price is, if changed.

THE NIGHT BEFORE THE TATTOO APPOINTMENT

- Get your client information setup. I use manila folders to keep all of the artwork, client contact information etc. on hand. If you utilize any cloud-based appointment applications, Google Calendar, OneDrive or if you store everything on your tablet.
- Sterilize all equipment you will need for the coming day.
- If you are industrious, prepare the stencil and set it aside in a safe, clean location, for tomorrow's work.

THE DAY OF THE TATTOO APPOINTMENT

- Get ready. Clean your space, disinfect everything.
- Get all positioning of furniture done and do a simple mockup of what you are going to use for the tattoo.
- Throw down a dental bib, stack the pigments, machines, needles, tubes, wash bottles as well as whatever else you need for the tattoo.
- Do not get setup yet.

THE CLIENT'S ARRIVAL

- Greet your client and go over everything that you plan to do for this session.
- Ask if they have any questions about what is going to take place, if they have any concerns about the design, placing and pain.
- Keep them occupied as you clean and prep the area to be tattooed.
- Do a quick muscular mapping and get that stencil on their body.

THE SETUP

- Setup all equipment in from of the client.
- Break open needles and tubes so they can see that you are using clean gear.

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- Dispense pigments and break off some paper towels so you aren't pulling from the roll.
- Stay clean and wear gloves. Change them as needed to ensure sterility.

THE TATTOO PROCEDURE

- Do what you do, when you tattoo.
- Treat the encounter like an Uber ride. Let your client dictate the pace of conversation, topics to be discussed and when the breaks should be taken.
- If you must answer phones, keep it to the shop line only and make sure to deglove when picking up the handset.
- Keep your music to a level that doesn't interfere with the ability to talk if needed. Better yet, let the client decide what you should listen to and how loud it should be.
- Put your phone on silent and don't check it while active in the procedure. If you need to check your phone, do so during a break.

BREAK TIME

- Take only necessary breaks during the tattoo.
- 5 minutes or less every 1.5-2 hours, if needed.
- 1 longer break at 3-4 hours in (30-45 minutes for a meal)
- Stay off social media and your phone. You will lose track of time.
- Make an effort to check in with your client during this time to see if everything is good with them. Ask questions and ensure they understand where you are in the process.

THE BREAKDOWN

- Discuss your aftercare in detail with the client and answer any questions they may have regarding the care of their tattoo.
- Clean hand. Dirty Hand.
- Break down and don't get a needle stick.
- Clean and disinfect all surfaces.
- Sweep and mop your area.
- Take out the garbage if you utilize an open-top trash receptacle and replace trash bag.
- File all relevant paperwork in the *DONE* pile.

COLLECTING PAYMENT

- Ask them how the experience was and anything they feel you could improve upon.
- Give any media links, business cards and aftercare sheets.
- Get your Google, Yelp or business reviews.

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- Collect payment. If you are a soloist, contracted artist who handles payments or at a convention, give the client time to offer a tip without any leading.
- Setup any additional appointments as needed.
- Take a picture of your work.

AFTER THEY LEAVE

- Start post work on any images collected, if you do such things.
- Post to Instagram, Facebook, Twitter at your normal intervals with what you accomplished, if necessary.
- Keep artwork and photos in relevant client folder / cloud location.
- Send outreach email if needed to client 1-2 weeks after completion.
- If needed, schedule a touch-up.