

# Staging and Decorating Tips for the Home Office

As a home-based business owner, you have to put a lot of work into your space. One of these includes the need to stage your office for in-person and virtual meetings. [Ashleigh Richards Design](#) discusses what that looks like and the best practices to maintain a safe and welcoming workspace.

## Key Staging Steps

To prepare your home office for meetings, it's important to think about the [lighting arrangement](#). What does your space presently look like? Is it dark and dim? Maybe you have ample lighting, but it isn't directed in the right places to ensure optimal camera quality for your virtual meetings.

And as for the camera, you want to make sure it is positioned in a manner that captures you well without drowning out the image in light. There's a fine balance that you will need to find to ensure that you're using both to their fullest potential.

Lastly, think about what's visible to your online audience. You'll want to choose an appealing background, an attractive chair, and other items that are [welcoming and professional](#).

As a brief aside, it's important to think about the state of your office furniture. It's understandable if you have to use what you have when you're just getting started, but as your business grows, you should upgrade your office chair or couch to promote a more professional atmosphere.

The good news is that if you have damaged furniture, you don't need to replace it. Instead, you can opt to have it reupholstered. This will completely change the look of your old, damaged furniture and breathe new life into it.

You can expect to pay between \$1,200 and \$3,500 for a high-quality [furniture reupholstery](#) job. It largely depends on the size, shape, and fabric used. To ensure that you choose a reputable reupholster business, check online for customer reviews.

## Establish a Routine for Meetings

While in-person meetings are important, it's also important to maintain ongoing correspondence with past and prospective customers. This will allow you to keep your past clients current on your availability and allow you to grow your business with new customers.

If you conduct many [virtual meetings](#), consider investing in a virtual service such as Zoom or WebEx for conducting your meetings. These services ensure the highest quality so that you present yourself in a professional manner.

## Maintain a Safe Work Environment

Just because your office is at home doesn't mean it's time to relax on safety points. In the post-COVID era, businesses everywhere have taken note of the importance of safety guidelines and have increased their efforts to provide a safe workplace.

As such, you might consider offering masks to clients during in-person meetings and minimizing contact wherever possible. To achieve this, you might want to start using [contactless payment](#) and invoicing software. There are numerous payment options to consider, such as Square, Google Pay, or PayPal.

If you're not sure where to start with your invoices, consider automating your invoices with an invoice template. The [best invoice template](#) tool will allow you to create professional invoices that are tailored to your brand and feature your logo.

To start, choose from a variety of templates, then customize your invoice with your logo, brand colors, and other relevant information.

Additional safety steps you can take include installing a [UV HVAC filter](#) and opening windows to let in the natural and fresh air.



Image via [Pexels](#)

