

# ✓ First-Time Art Competition Entry Checklist

## Understanding the Competition

- Carefully read all rules and eligibility requirements
- Confirm the theme (if any) and brainstorm fitting ideas
- Note the deadline for submissions
- Check any entry fees and payment methods

## Artwork Requirements

- Verify size limits (min/max dimensions)
- Check accepted mediums (e.g., pastel, graphite, digital)
- Ensure artwork is original and created by you
- Confirm the number of pieces allowed

## Framing & Presentation

- Follow framing guidelines (e.g., no glass, D-rings required)
- Use appropriate backing and hanging wire if required
- Label your work clearly on the back (name, title, medium, size)

## Entry Form & Labels

- Fill out the entry form correctly
- Print and attach labels as instructed
- Double-check spelling of your name and artwork title

## Photos & Digital Files

- Photograph your work in good lighting
- Save files in correct format/size for digital entry (e.g., .jpg, under 2MB)
- Rename files clearly (e.g., "Firstname\_Lastname\_Title.jpg")

## Delivery & Pickup

- Note delivery window and address
- Package work securely if posting
- Make arrangements for pickup or return

## Final Check

- All forms completed
- Entry fee paid
- Artwork ready, labelled, and framed