

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