

PRESUBMISSION CHECKLIST

After submissions for a PSBI show (or any show for that matter) have been chosen we find there are always artists left wondering why their work was not hung. The checklist below may be helpful to all of us to prevent some of the errors that cause otherwise beautiful works to be omitted from shows.

- 1. **First and foremost, did you READ and COMPLY** with all the requirements listed in the prospectus or instructions for the show? Most organizations will not even consider your work if you haven't. That means that otherwise beautiful work will be refused simply because the framing, matting, size, or even the way it was wrapped for transport doesn't comply with the requirements.
- 2. **Labeling and Spelling:** Check and recheck the labeling of your work. Not only does the plant name need to be accurate, it must be spelled correctly. This is one reason it is some times unwise to label your work directly on the front of the artwork. If you've misidentified the plant or misspelled the name, the work won't be accepted. Along these same lines, if your calligraphy isn't up to par, or detracts from the artwork itself, this is enough to greatly reduce your chance of the work being hung. When in doubt as to the correct nomenclature of your chosen subject, have someone knowledgeable in the field verify the title.
- 3. **Size:** Does your artwork meet the size requirements listed in the prospectus? Have you written that on the forms where requested?
- 4. **Forms:** Are ALL of your forms completely filled out? Is your entry fee paid? Are your dues up to date?
- 5. **Delivery Deadlines and Packaging:** Be sure to meet the delivery deadline. Many times the jury panel will judge artwork directly after the delivery date, therefore late work cannot be considered. Be sure that your artwork is wrapped for transport in a manner stated in the prospectus.
- 6. **Framing, Matting, Presentation:** Other than the artwork itself, this is probably the most important aspect in determining the acceptance of your work!
 - a. Does it meet the prospectus requirements for frame type, mat color, single or double mat?
 - b. Is the frame put together well? Is it scratch free? Do all the corners meet?
 - c. Is the work wired and backed properly?
 - d. Is the framed work neat and clean? Is the mat clean?
 - e. Please be sure that your framed work is free of fingerprints, smudges, and of course the dreaded dog hair, lint, or odd little speck of dirt or wood that has the irritating habit of appearing behind the glass after you have the backing and wiring complete!

Expect to spend time at drop-off checking over your forms, condition of the artwork, nomenclature, packaging, etc. to make sure nothing has been forgotten and that your artwork will be accepted for consideration and transported safely to and from the exhibit.

Hopefully, this checklist will help you in preparing your work for submission and save a lot of very fine work from being excluded from a show!