

# HOW TO PREPARE YOUR PAINTING FOR WSO COMPETITION

Please **READ**, Especially the PROCEDURES, Thank you!

## 1. MATS

- a. Must be clean and sharp cut
- b. Must be white or off-white ONLY
- c. Colored liner of 1/2 inch or less is acceptable
- d. The painting must be matted to reveal the exact image that was submitted.  
Please see "Tips on How to Correctly Mat Your Painting" below.

## 2. FRAMES:

- a. **Matte Black Metal Frames** only, free from scratches and dings
- b. Clips to hold painting securely in place, if needed
- c. Maximum OUTSIDE dimensions – 30" x 40"
- d. Minimum OUTSIDE dimensions – 16" x 20"
- e. Maximum DEPTH (thickness from back to front) – 1-1/2 inches.

## 3. WIRE:

- a. Secure wire for hanging.

## 4. GLAZING (Plexiglas)

- a. No glass is allowed
- b. All paintings regardless of surface must be glazed (covered) with Plexiglas, Acrylic or Lucite
- c. Surface must be free from scratches.

## 5. PACKING (if shipping your painting you will need to provide pre-authorized return shipping label)

- a. Do not use Styrofoam pellets for packing
- b. Use a crate suitable for re-shipping (see #6 below)
- c. Label all packing materials that you wish to have returned to you
- d. Delete all previous names and addresses from your shipping box before re-using

## 6. CRATE

- a. Artists are responsible for providing a container suitable for re-use
- b. If you are making your own crate (shipping box), here are the instructions:
  - i. Use a wood frame with two layers of cardboard on each side.
  - ii. Use screws with angle iron and hinged top to close. This is a re-usable crate, which makes it simple to unpack and re-pack your painting. Label the outside of the crate 'FRAGILE'.
  - iii. Do not use nails to close.
  - iv. Indicate Top with arrows.

## 7. PROCEDURES:

1. Tape the following to the back of the painting:
  - a. Exhibition Painting Label in the upper left corner;
  - b. Signed Gallery Contract; do not fold. Galleries will not allow paintings to hang without a gallery contract attached; in the lower left corner
  - c. Artist's Bio: Typed on a 8 1/2 by 11 paper; in the lower right.

- d. Pre-Authorized Return Shipping Label in the upper right.( Only if you're having your painting returned via shipping).
2. Enclose the \$30 hanging fee (**make check payable to "WSO"**). in an envelope and seal flap over hanging wire:
3. Hand deliver your painting to the designated place –or–
4. Ship your painting with a Pre-Authorized Return Shipping Label.

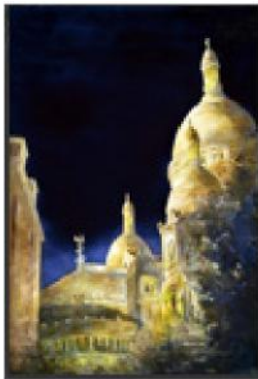
## TIPS ON HOW TO CORRECTLY MAT YOUR PAINTING

*Taken partially from "How to Survive the Painting Check-In Process", by Beth Verheyden, Convention Consultant - Watermark November 2014 Issue*

Because the original painting you deliver to painting check-in must show the exact same image as the one you submitted online to begin with, and because how to do this is often misunderstood, here are some tips on the how-to's:

First a visual aid: here's a picture example of a painting that may have been submitted online with the hope of being juried into the show by the juror:

(a)



(a) Hurray! Let's assume this painting was selected by the juror to be in the show. Now you have to mat it. This next photo is an example of the same painting, (b) matted and ready to be checked-in, but it has been matted (cropped) so that it shows a different image than what was submitted to the juror:

**CAN YOU SEE THE DIFFERENCE?** There is no building on the left side, and much of the top of the sky has been cropped out. If this painting had been delivered to painting check-in cropped (matted) like this, it would not be allowed in the show because it's been matted to show a different image than what was originally submitted.

It's way too easy to make this mistake when you go to mat your painting if you don't keep track of where you want your painting cropped (matted). **Here are a few tips** on how to guarantee that your photographed image (the one you submit) is exactly the same as your matted painting (the one you bring to check-in):

(b)



## **Option 1**

- Place crop marks in all 4 corners of your original painting where you want the image to be cropped;
- Take it to a professional photographer and ask it to be photographed to the crop marks;
- Leave the crop marks in place during the matting process;
- Mat the painting to the crop marks;
- Don't try to fit your painting into a mat you already have. That mat may have been cut to a different image size and won't fit the new painting.

## **Option 2**

- Mat your painting before photographing it;
- If you're doing your own photographing, make sure that you shoot the photo straight on. If you shoot at even a very slight angle, it will throw off your image and will force you to crop the image on your computer, thereby causing everything to be off anyway;
- If you're not sure you can shoot the photo straight on, have a professional shoot it for you. It's worth the money! Most professionals will photo your painting with a mat on it. You just need to instruct them to photo right to the inside edges of the mat, without showing any mat.