**How to Prepare Your Painting for WSO Competitions**

**Fall (only) Submission Requirements**

1. Substrates

**a.** Work must be on a single piece of untreated paper (plastic “paper”, i.e., Yupo & Tyvek are not allowed)

**b.** Embossing is not permitted

2. Media

**a.** Open to water media that once dried can be reactivated by water.

**b.** Water media shall consist of paintings that are predominantly watercolor.

**c.** Acrylic, gesso, pastel, and collage are not acceptable.

**d.** Charcoal and ink are not acceptable, except for varieties that once dried can be reactivated with water.

3. Varnish & Framing

**a.** A frame and plexiglass are required. The frame must meet WSO specifications, pursuant to Policy X.E. Framing specifications are outlined in the acceptance document. *(see below)*

**b.** A mat is optional.

**c.** Varnished work is not eligible

Please follow these rules carefully.

All selected paintings must be presented as follows or they may be excluded from the exhibition.

1. Mats: Mats are optional. However, if used they must:

**a**. Have clean, sharp cut edges and corners.

**b**. Be single or double white or off-white mats only.

**c**. Any liner must be the same color as the outer mat (white or off-white) and must be 1⁄2 inch or less (no colored liners).

**d**. Have no markings of any kind, including but not limited to signatures, paint, pencil, ink and titles.

**e**. Cut mats must show the same image that was submitted on the entry form.

2. Frames:

**a.** Frames must be matte black metal or matte black wood, free from scratches, dings, and ornamentation of any kind.

**b.** Minimum area of framed painting (height x width) is 256 square inches, for example 16x16.

**c.** Maximum area of framed painting (height x width) is 1200 square inches, for example 30x40.

**d.** Maximum profile/face width/ front view of frame 1 ½ inches.

**e.** Maximum depth/ side view/ front to back/projection from wall of frame is 2 inches

**f.** Clips to hold the painting securely in place must be used, if needed.

3. Wire: A secure wire for hanging is required.

4. Plexiglass: All works must be presented in a frame and covered with plexiglass, clean and free from any smudges and scratches. No standard glass is permitted.

5. Packing: if shipping

**a.** Do not use any form of Styrofoam or any pellets for packing.

**b.** Use a crate or shipping box suitable for re-shipping.

**c.** Label all packing materials that you wish to have returned to you.

**d.** Delete all previous names and addresses from the shipping box before re-using.

**e.** A pre-authorized Return Shipping Label is required for all paintings being returned to the artist via shipping.

Procedures:

Tape the following to the back of the painting:

**a.** Entry card in the upper left corner.

**b.** Signed Gallery Contract; in lower right corner, do not fold. Galleries will not allow paintings to hang without a Gallery Contract attached.

**c.** OPTIONAL:

1. Artist’s Statement or Commentary (do not fold).

2. Enclose a pre-Authorized Return Shipping Label (only if you are having your painting returned via shipping) in an envelope and seal flap over the hanging wire.

3. Hand-deliver your painting to the designated place – OR –

4. Ship your painting using a Pre-Authorized Return Shipping Label.

5. Failure to follow these Rules and Procedures will make your painting ineligible for any awards and will cause it to be removed from the exhibition.