

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. White or off-white 1/2 inch or less liner is acceptable. No colored liner.
- 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 ½ 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 and free from scratches.

5. HAND DELIVERY and PICK-UP

- a. Hand delivered paintings must be delivered between 10am and no later than 2pm on Thursday, October 3, to Barber Library on COCC campus, 2600 College Way, Bend, or 97703. The artist must take home their packing material after delivery, as there is no WSO storage available.
- b. Pick up of non-award-winning paintings must be done on December 7 (Saturday) between 10 am and 2 pm at the Barber Library on COCC campus, 2600 College Way, Bend, or 97703.

Important: If an artist cannot hand deliver during the stated time, they can either ship their painting or contact other accepted artists in their area to determine who is willing to hand deliver their painting. (A small fee may be involved). If you intend someone else to pick up your painting, you must sign a note saying who will be doing the pick-up and give the note to that person to give to the painting-pick-up-chairperson for WSO records.

- c. All award-winning paintings will be in the traveling show and WSO provides packing containers to transport them.

6. PACKING

- a. If shipping your painting you will need to provide Pre-Authorized Return Shipping Label. Shipping Labels can be obtained by opening an account at UPS, FedEx, or your favorite shipping store. Please include this label in the shipping box before closing for shipping!
- b. Do not use Styrofoam pellets for packing

- c. Use a crate suitable for re-shipping (see #7 below)
- d. Label all packing materials that you wish to have returned to you
- e. Delete all previous names and addresses from your shipping box before re-using

7. SHIPPING BOX

- a. Artists are responsible for providing a container suitable for re-use
- b. If you are making your own crate (shipping box), include Pre-Authorized Return Shipping Label

8. PROCEDURES:

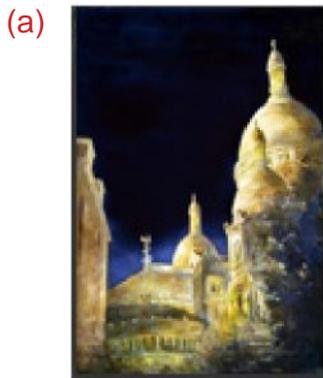
- a. Tape the following to the back of the painting:
 - 1. Exhibition Painting Label in the upper left corner;
 - 2. Signed Gallery Contract; do not fold. Galleries will not allow paintings to hang without a gallery contract attached in the lower left corner
 - 3. OPTIONAL: Artist's Bio: Typed on an 8 1/2" by 11" paper; in the lower right.
- b. Enclose the \$30 hanging fee (**make check payable to "WSO"**) in an envelope and seal flap over hanging wire:
- c. Hand deliver your painting to the designated place -or-
- a. 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

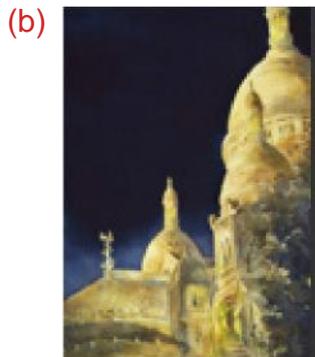
Because the original painting you deliver to painting check-in must show the exact same image as the one you submitted online to begin with, and because how to do this is often misunderstood, here are some tips on the how-to's:

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) 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):

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.