



Before You Enter a NWCS Show

We're glad you are considering entering a show! The info below is designed to help the whole process go smoothly for everyone AND to ensure that your entry is not disqualified before jurying! Yes, this happens to artists in almost every show :(Don't be that artist!

Please read these rules and recommendations, even if you've been entering shows **forever**. Familiarity can breed carelessness. We know; it's all happened to us.

Before you enter

Read the prospectus. Completely. Then read it again. Pay special attention to:

- Does each piece of my artwork meet the size requirements?
- Does each piece of my artwork speak to the theme of the show (if there is one)?
- Does each piece of my artwork meet any other show-specific requirements (e.g. media, date of creation, originality)?
- Can I, or someone I know, drop off and pickup my artwork on the specified dates and times?
- Are my dues paid for the current year?
- Was any piece accepted into a previous NWCS show? (You may only enter artwork that has not been juried into a previous NWCS show.)
- Am I sure each piece will be available for the show? (Failure to provide accepted art can result in penalties.)

Submitting your entry in EntryThingy

All entries to NWCS shows are submitted using the online tool EntryThingy. That is where the full prospectus appears. When entries are open for the current show, there will be a link to EntryThingy on the Shows page of the NWCS website (<http://www.nwcollagesociety.org/shows.htm>).

If you have any questions about the prospectus, whether your art meets the requirements, or how to use EntryThingy, please contact the EntryThingy Admin as early as possible. It's easier for everyone if possible problems are addressed *before* your entry is submitted. The current Admin is listed on the NWCS website at <https://www.nwcollagesociety.org/contact.htm>

Make sure that you:

- Present your art as well as possible. If in doubt about how to photograph your artwork, search online for tips or ask a fellow artist. Briefly, you want to see nothing but the art, facing straight on (i.e., no mat, no frame, no shadows, no fingers, no puppy).

- Check the prospectus for the minimum and maximum file sizes of the jpgs you submit. If you don't understand "file sizes" or how to find them on your image, please ask for assistance (EntryThingy Admin or "Hey, Google").
- Comply with the prospectus instructions on how to title each jpg entry. The "title" that your phone puts on it, i.e. IMG_23456 is NOT sufficient. Your name and the title of the piece needs to be on the jpg so that show, juror and website admins can correctly identify your art: lastname_firstname_title_framedsize(wXH).jpg
- Describe your media (you do not need to include things like "glue" that are a given) as briefly as possible for show labeling purposes.
- Print out your entry info and the prospectus for future reference. Once your entry is submitted, EntryThingy can be hard to re-access.

Between the time you submit your entry and deliver your accepted artwork

Acceptance emails

The date for the emailed jurying results is specified in the prospectus. If you have not received an email on or before that date (or notification that jurying has been delayed), please contact the IT admin. If your artwork is accepted, you will be asked to acknowledge the email; that is the only way we can be sure you know that we expect to receive your artwork for the show.

And also:

- No, you may not contact the juror under any circumstances.
- No, you may not contact the venue under any circumstances.
- **All** issues should be directed **only** to the Shows committee. Please visit the Contacts page of the NWCS website <https://www.nwcollagesociety.org/contact.htm> to find the current person to contact.

Dropping off and picking up artwork

Please keep in mind:

- Ensure your artwork meets all requirements before you bring it. Make sure it is correctly labeled on the back. As stated in the prospectus, artwork that does not meet the show requirements can be refused at delivery.
- Respect the time slot. Earlier is better whenever possible!
- Please, no special requests. Use your NWCS roster, the show email distribution list, friends and family if you can't deliver or pick up your artwork at the specified time.
- The drop off/ pick up teams are not a storage facility. If you force them to be one, the storage charges per day, as listed in the prospectus, will apply.