



SOUTHERN ARIZONA WATERCOLOR GUILD, INC.

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How to Enter Artwork in a SAWG Show

SAWG welcomes artists of all levels to enter the gallery shows. The following outline provides you with all the details needed to enter your artwork in a SAWG Gallery Show.

1. Choose a Show:

- a. Review the [upcoming show schedule](#) found on the SAWG [website](#) Shows Menu on the top of the home page, Show Resources page.
- b. Upcoming shows are also listed in the SHOWS Menu under [FUTURE](#). Clicking on the show listing under Future Shows will reveal more details about that specific show. Included in these details is a button to access the online registration form for the show. Make note of the important dates for the show including the Entry due date, the Check-In date and the Pick-Up date.
- c. There are nine annual shows for members only, three of which are point shows. [Click here for more information on member levels.](#)
- d. The names of the Show Chairs for each show are also listed in the show details in case you have questions about the show.

2. Review the Requirements for Entering a SAWG Show:

Advanced preparation will make the process of entering a SAWG show fast and easy.

- a. Review [SAWG Show Policies and Standards](#). This document outlines the Artist's Responsibilities, Standards for Artwork in a SAWG Show, Artwork Images Policies, Show Expectations, and Show Awards. The artist must understand and agree to these policies to enter artwork in a SAWG show.
- b. SAWG adheres to professional SAWG Show Policies and Standards for works displayed in their gallery shows in order to showcase your artwork in the most favorable manner. [Review these standards](#) which include specifications for artwork size, acceptable substrates, acceptable media, matting, framing, glazing, and labeling.

- c. All artwork submitted to a SAWG Show must be accompanied by a JPG Image that will be used on the website, in print materials, and for internal inventory of show artwork. [Click here to review the SAWG Show Image requirements](#). You will also find a helpful document on [preparing images in Photoshop Elements by clicking here](#).
- d. Review the [SAWG Docent Policies and Responsibilities](#) document. SAWG members exhibiting in a SAWG show are required to serve as docents for two days during the show. For shows that run longer than four weeks you might be asked to docent additional days. This document details the docent policy, the docent duties, how to get training to be a docent, and the docent substitution policy.

3. Prepare your Artwork for the Show: Once you are familiar with the policies, standards, and responsibilities of entering a SAWG Show, it's time to get your artwork ready for the show!

- a. Following the requirements outlined in the [SAWG Show Image Requirements document](#), **photograph your artwork before framing**. Resize, Name, and Save your artwork's JPG image in a place that will be easy for you to find later.
- b. Mat, Frame, Wire, and Label your artwork as described in the [SAWG Show Policies and Standards](#).

4. Complete the Entry Form, Submit Images, and Pay Entry Fee

- a. **To prepare for Online Registration you can fill out the paper entry form, found on the show page, to make sure you have everything you need before starting.**
- b. Follow the detailed procedure in the document [How to Enter a SAWG Show Online](#) to complete the **Show Entry Form**, submit the required **Artwork Images**, and pay the **Entry Fee**. Be sure to submit your entry before the show deadline!
- c. If you need to send in a paper entry form, it can be found on the show's webpage under [future shows](#). Chose the show you are entering and click on the button "Paper Entry Form." All the information of what to do is on the Entry Form.

5. Show Check-In, Artist's Reception, and Check-Out

- a. On the day specified as Check-In day for the show you have entered, drop off your prepared artwork at the SAWG Gallery (enter through the back door) between the hours of 9-10:30am. Be certain that the artwork adheres to the [SAWG Show Policies and Standards](#), the conditions of

the policies have been met, and that the [label on the back](#) of the artwork matches the data submitted with the entry form (Artist's Name & Phone#, Artwork Title, Framing Details, and Price.

- b. Bring your schedule with you as artist entrants will be asked to sign up for required docent days at Check-In.
- c. A Show Reception is held at the Gallery for each show. This gathering offers an opportunity to meet other exhibitors, guild members, and the show judge. The reception is open to the public. It is also a wonderful opportunity for exhibitors and members to share the Gallery and the Show with family and friends. The show judge will be present and offer commentary on the award winners' artwork. All show entrants provide a \$5 fee at check-in that is used to fund the reception's refreshments.
- d. Artwork must be picked up after the show on the Check-out date, between the hours of 9-10:30am. This date is listed on the [SAWG website](#) under the SHOWS tab and on the Members Only Calendar.

Checklist for Entering Artwork in a SAWG Show

Artwork

- Artwork is the original work of the artist. Reference photos have written permission from photographer. No prints, giclee's or digitally produced works or photos.
- Artwork is created with approved Water-soluble media – list on [SAWG Show Policies and Standards](#) section II.
- Artwork has been completed in the last two years (unless otherwise show indicated.)
- JPG Image of artwork resized (1800 pixels on the longest side and a resolution of 300 dpi) and saved with naming format (first 4 letters artist's last name, entry# 1 or 2, short title – e.g. smit1mydream.jpg.)

Matting

- Mat is white or near white unless otherwise specified.
- Mat on artwork frames 16" x 20" (36 united inches, H+W) and smaller require no less than a 2 ½ " mat with at least 2" of mat being visible on any side.
- Mat on artwork frames larger than 16" x 20" (36 united inches, H+W) require no less than a 3" mat with at least 2 ½" of mat being visible on any side.
- Mat liners may be colored and must not exceed ¼".

Glazing

- Glass is allowed on artwork 16" x 20" (36 united inches H+W) and smaller.
- Artwork larger than 16" x 20" (36 united inches H+W) must be protected with Plexiglass, Acrylite, or Optix.

Framing

- Simple wood or metal frames preferred. No bold colors.
- Frames must not exceed 42" on any side.
- Frames must be no smaller than 10" on any side.
- [Back Labels](#), available for print from [Show Resources](#) page on the website must be completed and affixed to the Lower Left Side of the Back of the Framed artwork. Be certain the HxW measurement properly represents the orientation of your painting (vertical or horizontal). *** Important Note: The information on this label MUST match the information provided on the Show Entry Form! Double check the **Title** and **Price** on the label when completing the **Entry Form**. This information is used to catalog the artwork inventory and sale through Masterpiece and must match the label on the back of the painting.

- Acid Free Foam Core or non-pliable backing board of framed artwork should be clean and labeled correctly.

Wiring the Frame for Hanging

- The frame must be wired for hanging. Attach the wire 1/3 down from the top of the frame with a 2-3" flex. Hanger should not be visible.
- Use screw eyes or D-Rings and wire size appropriate to the weight of the work.
- Saw tooth hangers or hangers integrated to the backing board are not acceptable.

Non-Traditional Artwork – Refer to [SAWG Show Policies and Standards](#) document found on the [Show Resources](#) page for details on the requirements for non-traditional artwork including Works on Canvas, Collage Artwork, Cradleboard, and other forms of non-traditional presentations.

Complete Show Entry Process

- Review the [SAWG Show Policies and Standards](#) found on the [Show Resources](#) page.
- Choose a show to enter from the [Show Schedule](#) or for more details the [Future Shows](#) website page.
- Click through to the details of the show you wish to enter and review the important date information for Entry deadline, Check-in, and Pick-up as well as the theme of the show.
- Click the button for Online Registration to arrive at the [Artists Show Entry](#) page.
- Show Entry consists of three parts
 1. Complete Entry Form.
 2. Attach JPG of artwork to Entry Form or email later to images@southernazwatercolorguild.com.
 3. Pay Entry Fee for 1 or 2 paintings.
- Decide if you are entering 1 Painting (option 1) or 2 Paintings (option 2.)
- Click the button marked Entry Form for the show you wish to enter.
- The online Entry Form is hosted by Google Forms so you may be prompted to sign in to your Google account if you are not already signed in.
- Complete the form by providing the following information for **each** painting
 - Email
 - First Name
 - Last Name
 - Pseudonym First Name (if applicable)
 - Pseudonym Last Name (if applicable)

- Phone number
- Image JPG Upload
- Image JPG Name (example smit1dream.jpg)
- Painting Title (must match the label on the back of your painting)
- Description of how the painting will be sold (framed, gallery wrapped canvas or cradleboard)
- Additional Notes or Short Statement about painting (will be printed on the website)
- Medium (Watercolor, Acrylic or Mixed Media)
- Image Size Height (Inner Mat Dimension) for gallery wrapped canvas and cradleboard it is the size of the canvas/cradleboard
- Image Size Width (Inner Mat Dimension) for gallery wrapped canvas and cradleboard it is the size of the canvas/cradleboard
- Mat Size Height (Outer Mat Dimension) for gallery wrapped canvas and cradleboard it is the size of the canvas/cradleboard
- Mat Size Width (Outer Mat Dimension) for gallery wrapped canvas and cradleboard it is the size of the canvas/cradleboard
- Price of Work (must match the label on the back of your painting) All artwork in the show must be for sale. Minimum price \$150.00.

Select Yes or No if you want your painting to remain on the website for sale after the show for a fee. Contact information and the fee schedule can be found on the Members Only webpage, Web Rental.

Sign up to help with Intake / Hanging, Check-out, Reception, Extra Docent shift.

Agree to terms Date and Sign.

Once you have submitted the entry form, you will receive a dialog box thanking you for your submission. Return to the Artist Show Entry Form page for the show you are entering to submit payment for the entry fees. You can do this by closing out the tab on the entry form thank you page at the end of the form submission or by navigating back through the show menu to the Online Entry Form for the show you are entering.

Add to your Shopping Cart the correct number of entry fees for the show.

Login with your Account Login.

Complete your order payment. A receipt will be emailed to you.

Docent

Have you received your Docent Training?

Sign up to docent two days during the show at Check-in, some shows more than four weeks require additional docenting days.

If unable to docent, find a substitute docent for your two shifts or pay \$25.00.