

The Artwork Submission Checklist

Use this tracking log to organize your portfolio items and verify their technical parameters before hitting submit.

Exhibition & Show Details

Name of Exhibition: _____

Entry Deadline: _____

Submission Website URL: _____

Entry Fee Amount: _____

Artwork Registry & Technical Log

Artwork Piece #1

Title: _____

Physical Dimensions (H x W x D): _____

Medium & Creation Year: _____

Original File Size (e.g., 7.4 MB): _____

Compressed File Size (e.g., 2.3 MB): _____

Juror Verification Step: I have zoomed in to 100% on this compressed file and verified that the brushstrokes, colours, and textures remain sharp and clear.

Artwork Piece #2

Title: _____

Physical Dimensions (H x W x D): _____

Medium & Creation Year: _____

Original File Size (e.g., 6.8 MB): _____

Compressed File Size (e.g., 1.9 MB): _____

Juror Verification Step: I have zoomed in to 100% on this compressed file and verified that the brushstrokes, colors, and textures remain sharp and clear.

Artwork Piece #3

Title: _____

Physical Dimensions (H x W x D): _____

Medium & Creation Year: _____

Original File Size: _____

Compressed File Size: _____

Juror Verification Step: I have zoomed in to 100% on this compressed file and verified that the brushstrokes, colors, and textures remain sharp and clear.

Final Submission Status Tracker

- All required digital images optimized and saved to a dedicated folder.
- Artist Statement and Biography typed out and proofread.
- Entry form fields filled out completely.
- Payment submitted and confirmation receipt saved.
- Current Status: ☐ Draft ☐ Uploaded ☐ Confirmed & Accepted