

PASTEL SOCIETY OF COLORADO SHOW STANDARDS & ETIQUETTE 11.14.2024

(This document is primarily for Show Chairs).

The Pastel Society of Colorado has “**Show Standards**” that should not vary from show to show. The following is a list of them which should be in the Prospectus and/or in online information. Items in red can vary by show. **Everything in black is required and not to be edited unless approved by the Board.** Exception is the Online Show – a few items are not applicable to that show, e.g., shipping, framing, liability, delivery, therefore those items can be deleted or reworded.

The second portion is “**Show Etiquette**”. These are items not listed in the prospectus but procedures that should be followed for common courtesy and integrity as well as providing artists and patrons information about the show. These should be in your Calendar/Timeline/Project Plan (whatever you are calling it; might be nice to have a standard for that as well).

SHOW STANDARDS

ELIGIBILITY

- Open to all soft pastel artists 18 years of age or older.
- Work must be original, designed and composed by you using your own reference, and not copied from other artists or published materials. Any reference created by someone else (even with use permission) as well as AI generated images are NOT eligible, including an instructor-provided photo, still life setup or model setup.
- Work done under supervision in a class or workshop is not eligible.
- Duplicate paintings are not accepted and will be rejected.
- If used in your paintings, collage materials must be created by the artist.
- The ARTWORK’S final surface (whether it is a vignette or covering the entire surface of the paper) must be predominantly (80%) traditional dry pastel.
- All artwork must be originally drawn/painted and not created over the top of any type of photographic image.
- Paintings must have been completed within the last two years and not previously shown in any Pastel Society of Colorado exhibitions. Any painting identified as shown previously in a PSC exhibition will be rejected OR, if discovered after jurying, will remain in the exhibition and the artist will be prohibited from entering future PSC sponsored shows for one year from date of exhibit opening. The painting will also not be eligible for any awards.
- If artwork juried into the show is not delivered, then the artist will be prohibited from entering future PSC sponsored shows for one year from date of exhibit opening.
- When you enter a painting, from that point forward it is not available for you to enter in other shows, nor available for you to sell unless, of course, it is not accepted.
- If you cannot afford to ship a painting in both directions, then DO NOT ENTER the show. When accepted paintings are not delivered, that creates havoc for a show, for example

another artist did not get accepted, the catalog might have already been printed, the show curator might have already designed the show, etc.

AWARDS (edit per show HOWEVER note bullet #1 and do not give more than 1 award per artist. State what the awards might be “generally..” “approximately..” or what is known)

- Awards include: *(list these, such as “Best of Show, 1st, 2nd and 3rd place, Honorable Mention plus Specialty awards (e.g., Terry Ludwig Memorial Award)”*. Of these awards, only ONE can be awarded per artist (this does not include Merchandise awards).
- *Merchandise Awards (e.g., gift certificates, art supplies, etc.)*
- All awards given at the discretion of our judge.
- All awards will be final with no exchanges or substitutions.
- **Member Show only:** Awards are in TWO categories: “Signature & Master Signature” and “Associate” for 1st, 2nd and 3rd in each category. And one Best in Show is given overall. Additionally, there will be one award for the best painting submitted by a new PSC member (new membership within the last 2 years, (x date – x date), with no lapse in membership and submitting for the first time to a PSC show”.

DIRECTIONS FOR ENTERING (See past prospectus for each show; Online & Mile High use ShowSubmit)

REPRODUCTION OF IMAGES

- Artists agree to allow the Pastel Society of Colorado and its representatives to use accepted image(s) or likenesses for show publicity and future PSC event promotion without compensation.

NOTIFICATION (see past prospectus for show; State how or when notified, number of paintings accepted, etc. For the Members Show, state that no notification will be sent since it is not a juried show. The 2 they enter will be in the show UNLESS too many are entered (more than can be hung), and then they WOULD be notified that only 1 painting will be accepted and to notify you which one)

FRAMING & PRESENTATION

- All works must be delivered framed, glazed, and ready to hang to gallery quality standards, i.e., frames must be suitable for the work and undamaged, with D-ring hangers and wire installed on the frame.
- Paintings can be with or without mats. White or neutral-hued mats are preferred.
- Artwork can be floated on black or white mats.
- If used, liners or fillets should be no more than an inch and may be colored (fillets are typically ¼”).
- Artwork not meeting the above criteria will be returned at the artist’s expense and will not be hung in the show.

SIZE AND REQUIREMENTS

- Artwork submitted cannot be smaller than 8 inches or larger than 40 inches in any dimension (not including mat and frames). ***(edit per show if needed)***
- Accepted paintings must be identical to the digital entry. No substitutions or copies are allowed.
- All work displayed must remain for the duration of the exhibition as listed above.

SALES *(edit per show, includes commission info, etc., see show prospectus)*

- Artists will be paid for awards and/or sales within 30 days of end of the show.

LIABILITY *(edit with specific venue information, if applicable)*

DELIVERY OF ACCEPTED WORK

If Shipping:

- Paintings must be shipped via FedEx or UPS to: *(address, etc)*
- Include name of artist, address, phone number, e-mail, title of painting, and price on the back of your painting.
- **Also, include a bar-coded, pre-paid return shipping label**
- Please pack work carefully and insure adequately. It is recommended to use Airfloat or Masterpak boxes. Please do not use packing peanuts or material - this is difficult to repack. Artists will be contacted if work arrives damaged, so arrangements can be made to repair or reframe as needed by a local framing company if time permits. Artists will be responsible for cost of repair/reframing and will be billed directly by the framer.
- For any questions on shipping and handling, please contact the Co-Chairs.
- NOTE: before shipping your painting, take photos of all the steps you took to pack your paintings including the final label. If anything should happen to the paintings, you would have a good backup documentation for your insurance claim with the courier.

For Hand Delivery: (see past prospectus & edit per show/venue)

FINAL AND CRITICAL NOTE: By entering this show, the artist agrees they have read and understand all the information within this prospectus and will abide by Eligibility rules and standards listed.

NOTE (and this is IMPORTANT) – Really look at paintings when they are delivered. Do they meet the eligibility rules? If not, deal with it immediately. Ask for help from other Co-chairs or Co-Presidents if needed. DO NOT accept something that goes against what was published, e.g., if bigger or smaller than stated, if it has a colored mat. When you accept something against the rules, it creates problems when other members see it and they didn't submit something because they followed the rule.

SHOW ETIQUETTE

The following are what should occur before, during and after shows. You can add this to your Show Calendar Plan, if these items are not there already. But this is a reminder of what is good practice and should not be forgotten or glossed over.

- **JUDGING (for in person show) For Online Show, see specific items below which apply**
 - If possible, schedule the judging as soon as the show is hung (allows more time for notifications).
 - When judging occurs:
 - Have assistants assigned who do not have work in the show; they will assist the judge in not giving 2 awards to the same artist and answer other questions.
 - Blind Judging: Cover the artist signature on the painting (post-it notes); also cover the wall tag.
 - Have the judge write-up their comments and give to you prior to the award ceremony, if possible, but no later than the day after. These need to be sent to the Webmaster (see below)
 - After awards are chosen, notify the artists that they have won an award but don't tell them which one. Invite them to the reception to accept the award. This is best via phone. Send the list of award winners for the check prizes (artist name, artwork title, award name and value, and artist's address if check is to be mailed) to the Treasurer immediately after judging so that award checks can be made in time, if possible, for the award presentation.
 - **For Online Show:** Judging and jurying are done within the allotted timeline stated in the juror/judge contract schedule (timeline is usually for 10 days and ends at least 5 days before the show opens). Up to 2 paintings may be accepted per artist, but only 1 award may be given to an artist (cash or merchandize certificate award). The judge will also need to write their comments for each winning artwork for the website/e-news.
- **AWARDS**
 - **Presentation:**
 - Winner is announced, comes up, receives ribbon/award.
 - Judge comments on painting
 - Photograph artist with judge
 - Have someone take photos of the reception, show
 - **Online Show-** if doing a live Zoom or FB award presentation, indicate it on the prospectus and judge's contract (with date and time). Ask the co-presidents to schedule the Zoom presentation and get the link address. Send the juried artists and judge the invite link immediately after jurying and once more the day before the presentation.
 - **Notification:** If award winners are not present at the reception, then notify them no later than the next day about what award they won and for which painting. Notify winners if their award(s) (ribbons, check prizes, merchandise and/or certificates) will be sent by mail or can be picked up (if local), and remind them to pay attention to expiration dates on certificates.
- **Website & eNews:**

Decide what is needed for news articles as well as what goes on the website and submit to correct sources (Webmaster or News). {Don't make people have to remind you of this}.

Include names of award winners, title of paintings, photos of the winning artworks, and the judge's comments. List and thank the award sponsors, too!

- **Social Media/PSC FB Page:**

When posting on social media, make sure to include all the award winners' names and painting titles and images (or post the link to the show website where people can view all the winning artworks). If posting images of the winning paintings, it's better to use the actual submitted images for more accurate representation.

Also mention and thank the award sponsors!

- **Thank you** (cards, emails or other) to all involved (Co-Presidents thank the Co-Chairs, Co-Chairs thank all other roles/volunteers). Sometimes gifts are given.
- **Sponsors:** Don't forget to send an opening reception invitation (via email) to our local sponsors. They appreciate being included (especially the Ludwigs).

PLEASE NOTE: Show Co-Chairs are responsible for adhering to these standards, especially the rules of eligibility, to the best of their abilities, AND to request assistance from the Co-Presidents and/or past Co-Chairs if needed. IF for some reason you think the show you are chairing shouldn't follow something listed above, you **MUST** request approval from the Co-Presidents.