

**If you plan to photograph the work yourself, the following guidelines will be helpful:**

Use a 35mm single lens reflex camera (SLR), preferably equipped with a fixed focal length lens in the normal-to-portrait range (50, 55 or 80mm are the most common). Do not use a point-and-shoot camera or amateur-level digital camera.

A polarizing filter will help reduce glare on glossy surfaces.

Use a tripod and cable release to keep the camera steady.

Use tungsten-balanced slide film (such as Kodak or Fuji, ISO 64), specifically for use with tungsten lighting equipment. For photographing outdoors in open shade you must use daylight-balanced slide film, preferably with an 81A warming filter.

Tungsten lighting equipment will give the most consistent results (3200YYY!K photofloods can work). Do not mix light sources. Turn off all other room lights and block out any daylight. Do not use your on-camera flash.

Place the art work on a smooth, single tone background, or clean painted wall. Black, or a neutral, middle gray tone (18% reflectance) will give the best results in most circumstances. Above all, avoid any busy, wrinkled or distracting backgrounds.

For 2-D work, set up at least one light on either side of the work. Placing lights at a forty-five degree angle from the artwork's surface is recommended.

For 3-D work, at least three lights are needed. Do not place the object directly against the background. As a very general guideline, place the object at least 24" away from the background. The camera should be placed at eye-level to the object. Fill the frame of the viewfinder with the object.

The easiest method is to set up for and start with the largest object to document, then progressively proceed to the smallest item.

Fill the frame of the camera's viewfinder with the image of your artwork. Make sure it is centered in the frame and parallel to the viewfinder's edges.

To meter your film exposure accurately, use a photo gray card (18% reflectance) or an incident light meter. Meter the center and all four edges of two-dimensional work to make certain the lighting is even all the way across the image. Photo Gray Cards come with metering instructions.

Bracket your exposures, in thirds of stops, based upon your light meter's recommendation. Frequently doublecheck your focusing to assure sharpness.

Project the slides of your work to select the best exposuresto send. Make sure each image is in sharp focus.

**Labeling your slides:**

Label each slide with your name, date, title of work, medium, and dimension (h" x w" x d"). Number each slide to correspond with the entry form, and use an arrow to indicate top of slide. See illustration. Place your slides in a vinyl slide sleeve and insert into a presentation binder along with your application and any other materials sent with the application.

Your name, date  
Title  
Medium  
h" x w" x d"

