

CALL FOR ENTRY

QUICK-START CHECKLIST

Start with this checklist before you publish.

These key steps help you create a clear call, reduce incomplete submissions, & avoid unnecessary back-and-forth with artists.

Set Up Your Call

- ☐ **Give your call a clear, specific name**
Think: "Spring 2025 Emerging Artists Exhibition," not "Call for Entry."
- ☐ **Upload a representative image**
- ☐ **Choose your visibility**
Open (public), Hidden (link only), or Private (password)
- ☐ **Add your contact email, phone, and website**

Establish Your Timeline

- ☐ **Set your submission deadline** (Ex: closes 11:59 pm in your timezone)
- ☐ **Include a notification date** — when will applicants hear back?
- ☐ **Add event start/end dates if applicable**
- ☐ **Confirm your timezone is correct**

Write a Clear, Compelling Listing

- ☐ **Describe the opportunity:** what it is, the theme, and why it's worth applying
- ☐ **State Eligibility:** Say who can apply, include any restrictions, or if open to all
- ☐ **List exactly what to submit:**
Include number of images, required documents, file formats, word limits
- ☐ **Disclose ALL costs upfront:** entry fees, shipping, travel, framing, insurance
- ☐ **If there are awards, spell them out:**
dollar amounts, exhibition spots, stipends

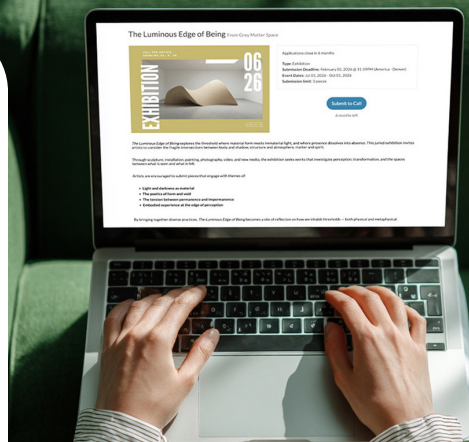
Want the full walkthrough?

Download the complete Call for Entry Launch Guide or visit the Help Center.

 info@artworkarchive.com

 720-900-5560

 Full guide: help.artworkarchive.com/en/articles/10228970



Route Questions to the Right Place (Don't Skip This Step!)

Add this to your Application Instructions field. It routes questions to the right place and will save you hours of misdirected emails:

COPY & PASTE INTO YOUR APPLICATION INSTRUCTIONS:

For questions about this opportunity (requirements, eligibility, terms), contact us at [YOUR EMAIL]

For technical issues (account setup, login, submitting), contact Artwork Archive at info@artworkarchive.com or 720-900-5560



Review Before You Publish

- ☐ **Save as Draft first** — never publish on the first pass
- ☐ **Read the entire listing as if you were an artist seeing it for the first time**
- ☐ **Ask yourself:** "Do I know what this is, if I'm eligible, and exactly what to submit?"
- ☐ **Confirm your fee structure is final** (you can't switch free/paid after publishing)
- ☐ **Publish and start promoting**



Launch and Promote Your Call

- ☐ **Grab your application link**
Find your unique Call URL (Call for Entry → select your call → copy link) and use it everywhere.
- ☐ **Share it widely:** Promote on email, social, and partner channels.
- ☐ **Send reminders as the deadline approaches:** 1 week out, 3 days out, and last day.
- ☐ **Make applying easy:** Use the direct Call URL in every promotion so artists know exactly where to go.
- ☐ **Follow up with every applicant:** Notify everyone of their status—accepted or not.