



SAN FRANCISCO  
WOMEN ARTISTS

## RECEIVING CHECK LIST OF REQUIREMENTS

- FRAME- New, Clean, Undamaged: no separated corners; no scratches, scrapes, or dents. Properly aligned artwork inside frame.
- GLASS/PLEXIGLASS- New, Clean; no scratches, scrapes, chips, dents or cracks.
- EXPOSED PAINTED SURFACES – Dry. Free of surface irregularities; such as scratches, bulges, peeling, tears or cracks.
- BACKSIDE WIRING- D Rings are required with taut hanging wire attached. Edges of wire and screw heads are taped.
- BACKSIDE of ARTWORK – New, Clean, Undamaged, Professional appearance.
- BACKING- Secured appropriately – Not Taped
- MAT/CANVAS – New, Clean; no debris/stains/marks.
- UNFRAMED ARTWORK – If Canvas: No staples or tape showing on sides or back and sides neatly painted. Other Unframed works must have easy, safe hanging method.
- NO HAZARDOUS MATERIALS - for safety of volunteers and other artwork.

**Works not gallery-ready, that differ significantly from entry images, suffer substandard presentation, or are replicas of the original artwork will be disqualified from installation.**