# SUBMISSION GUIDE

HOW TO INCREASE YOUR CHANCES WHEN APPLYING FOR ART OPPORTUNITIES

**TIPS**: There are thousands of opportunities out there these days when it comes to presenting your art publicly. The requirements will vary, but you should always make sure you stick to them since not doing so may result in you not being accepted to the selection/curation process.

Here are the steps you should always follow:

- [ ] READ THE REQUIREMENTS IN ADVANCE

- [ ] HIGHLIGHT THE DEADLINE IN YOUR PLANNER

- [ ] PREPARE THE RELEVANT DOCUMENTS (UPDATE IF NECESSARY)

- [ ] ORGANIZE AND EDIT THE IMAGES OF YOUR WORK

- [ ] TITLE THE IMAGES ACCORDINGLY

- [ ] UPLOAD FILES TO THE SUBMISSION FORM

- [ ] DOUBLE-CHECK REQUIREMENTS

- [ ] DOUBLE-CHECK YOUR FILES

- [ ] SUBMIT (+ PAYMENT IF APPLICABLE)