What's an ID Sheet?

Have you encountered a request for an ID Sheet while applying to an art show and wondered exactly what it is and what it's for?

Shows that don't use a service like Call for Entry or Zapplication ask for high quality images to be submitted on a CD or thumb drive. These are set up for the judge/jurors in a way that preserves the blind jury process and prevents the identity of the artist from being revealed during the selection process.

So, why do we need an Image ID sheet?

The art show staff often have different objectives that make the ID Sheet extremely useful for them and very important for you.

First, if it's requested, assume there is a reason for it. Omitting it may mean the difference between being accepted into a show and being rejected.

The ID Sheet makes it easy to identify each image. All the information needed for identification of an image is contained on the printed sheet: artist's name, contact information, the title, medium and size of the artwork. It allows the show staff to quickly identify an image without having to open a CD or thumb drive, or cross reference the application.

Sometimes artists forget to properly name their image files with requested information (artist's name, image title, etc.) and this helps clear up any confusion. And occasionally, unmarked digital media becomes separated from the application. The ID Sheet makes it easy to reunite them.

The art show staff are responsible for publicity for the art show and for showcasing the work of the selected artists in press releases, on websites, and on social media. Having a printed reference of all the artwork in the show makes it easy for them to select appropriate work for publication, and having all the information about the artist, the artwork and how to contact them, makes it easier for them to promote YOU and YOUR artwork.

Tips for creating ID Sheets:
- If a call for art asks for an ID Sheet, it's in your best interest to provide a **printed** sheet for them, in color. You may also include one on the CD or thumb drive, but definitely **print** one and include it with your application. Make it easy for staff to promote your work. Simply hand writing the image titles on the front of the CD or on a sheet of paper does not constitute an ID Sheet.
- Be sure to read the call for art carefully and include all the information requested on the ID Sheet. This includes your contact information, and any information requested about the artwork itself, including creation date.
- **Always list your images in the same order as they appear on the CD or thumb drive.** This is important as the ID Sheet is also a guide to the contents of the CD or thumb drive.

Here is what your ID Sheet should look like:

John Smith
1111 North Street, Art City, FL 00000
H: 000-000-0000 C: 000-000-0000
JohnSmith@anymail.com
johnsmith.net
F: facebook.com/johnsmithartist; I: @johsmithartist; T: @johnsmithartist

IMAGE 1	Title: "Image 1" Medium: Digital Size: 12"x12" Date created: 2017
IMAGE 2	Title: "Image 2" Medium: Digital Size: 12"x12" Date created: 2017
IMAGE 3	Title: "Image 3" Medium: Digital Size: 12"x12" Date created: 2017
IMAGE 4	Title: "Image 4" Medium: Digital Size: 12"x12" Date created: 2017

An ID Sheet can easily be created in any word processing program (Word, OpenOffice, LibreOffice, Google Docs) or you can download **this template,** open it and fill in the blanks with the information required by your particular call for art. Save it to your computer and print it.

To create your own sheet, open a new document and begin by adding your name and contact information at the top of the page. The more information, the better. Below that, insert a table with two columns and as many rows as you need for images. (If the call asks for 3 images of your work and a booth shot, your table should have four rows.) From there, you will insert images in the left hand column, resizing as necessary, and the information about each image next to it in the right hand column. **It is very important to list your images in the same order they appear in on the CD or thumb drive.** Once you've finished adding images and filling in information, you can save the document to your computer and print it for submission.

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