# Directions for How to Organize Your Signature or Master Signature Application for PAPNM
by Barbara Coleman

I created this guide to help you organize your submission to the jury for review of your Signature or Master Signature application. Your entire submission will be online and shared electronically with the jury. Send everything by Dropbox to the Membership Director for review for your submittal for verification of evidence that you've met the requirements. You want the presentation of your work to be as professional as possible.

For example, be sure you submit cleanly cropped and legible images, artwork only, no frames. Be sure every image is labeled and organized within folders. The jury has to look at a lot of categories and documentation. Your efforts toward clarity and organization of your work will make a huge, positive difference in allowing the jury to focus on your accomplishments instead of trying to decipher what belongs where.

1. Create a folder for each criterion you have documentation for. Label the folder as in the example below:
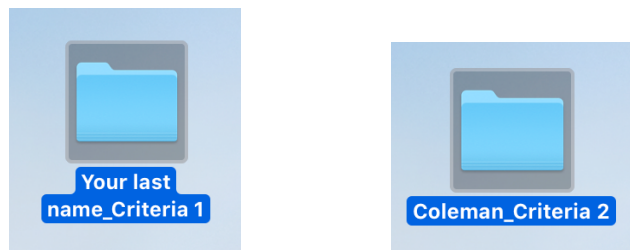
2. Within the folder, organize your files. Files must be labeled. Save files as .jpeg or .pdf or .doc or .docx

Label each file:
Last name_title of file.docx

For example: Coleman_Artist Statement.docx

3. For Criteria 2, which is your gallery of paintings, label the files indicating whether the painting was done in the studio or plein air:
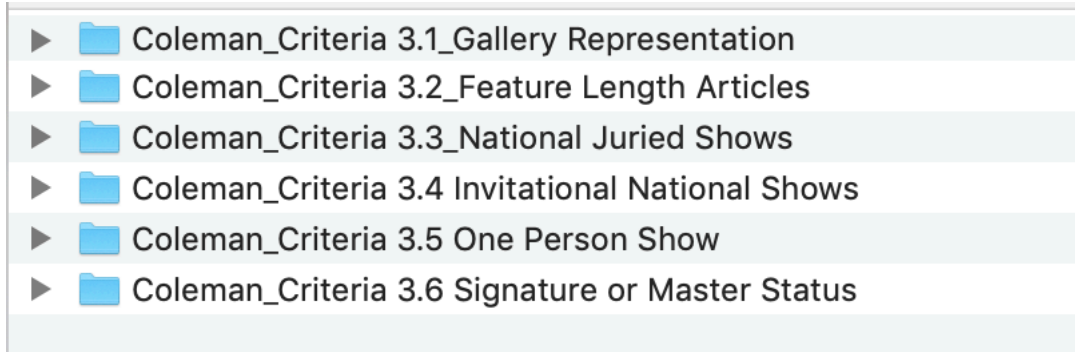
Last name_title_size_medium_studio.jpeg

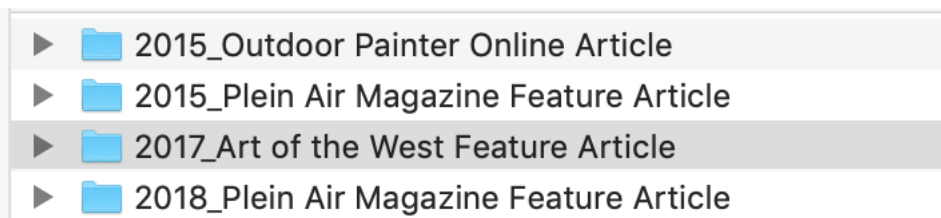Or: Last name_title_size_medium_pleinair.jpeg

4. Instructions for Criteria 3 Folder. For example, you will have a folder that looks like this:
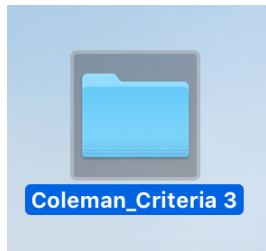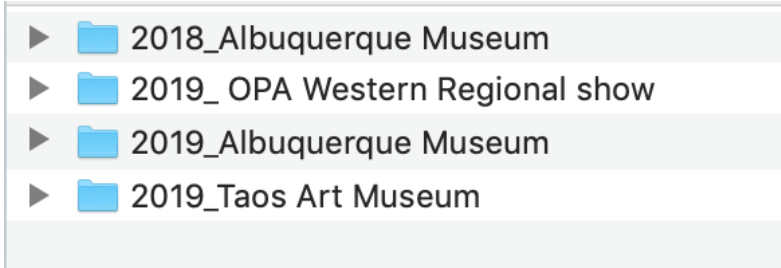

After opening the Criteria 3 folder, you will see subfolders for each requirement for Criteria 3. An example is shown below:

▶ 📁 Coleman_Criteria 3.1_Gallery Representation
▶ 📁 Coleman_Criteria 3.2_Feature Length Articles
▶ 📁 Coleman_Criteria 3.3_National Juried Shows
▶ 📁 Coleman_Criteria 3.4 Invitational National Shows
▶ 📁 Coleman_Criteria 3.5 One Person Show
▶ 📁 Coleman_Criteria 3.6 Signature or Master Status

For Criteria 3.2_Feature Length Articles, for example, have a clear photograph of the cover of the magazine and photographs of each page of the article. Make sure the photographs are clear and the writing is legible. Crop your images to just show the page of the article without distracting backgrounds. The jury might want to read your article. Put the pages in order!! If you have several feature length articles, save each article in a separate folder entitled with the name of the magazine. example:

▶ 📁 2015_Outdoor Painter Online Article
▶ 📁 2015_Plein Air Magazine Feature Article
▶ 📁 2017_Art of the West Feature Article
▶ 📁 2018_Plein Air Magazine Feature Article

Or, to document **Criteria 3.3 National Juried Shows or Criteria 3.4 National Invitational Shows,** make a folder for each one and then put the documentation for that show into that folder. For example:

- ▶ 📁 2018_Albuquerque Museum
- ▶ 📁 2019_ OPA Western Regional show
- ▶ 📁 2019_Albuquerque Museum
- ▶ 📁 2019_Taos Art Museum

Master Signature Applications

If you are applying a Master Signature application, you will need to create a fourth main folder. Within this folder you will follow the same logic as before. Create subfolders to hold the information of each category that you fulfilling. If you have made DVDs, create a DVD folder. If you have taught workshops, create a Workshop folder and fill it with the workshop material. If you have written a book, create a Books Authored Subfolder and populate it with your files about your book.

Last Name_Master Level Qualifications