



---

## Pre-Jury Review Process

The PAPNM Call-for-Entry (CaFÉ) Administrator screens each entry when it is received to make sure that it meets the eligibility, entry, and exhibition requirements in the prospectus. If entries clearly do not meet the requirements, and there is time before the deadline, the CaFÉ Administrator will contact the artist and give them the opportunity to replace their entries with ones that qualify.

1. Check that the entrant is a current paid PAPNM Artist or Signature Member.
  - If the entrant is not an Artist or Signature Member, ask the Membership Advocate to check for a pending membership application. If there is not one, the Membership Advocate should contact the entrant to help them sign up. If entrant is unwilling to pay for membership, disqualify the entry.
2. Download the entry data. Screen each entry against the following requirements.
  - Year: Produced within the last two years
  - Price: \$375 minimum
  - Size: 80 square inches minimum; 320 square inches maximum
3. Review entry images.
  - Is the subject matter appropriate for public viewing?  
Artwork will be disqualified if it is not appropriate to hang in the gallery or it violates copyright laws.
  - Does the image reasonably look original, done 80% plein air, and not done under an instructor?  
We must rely on the honesty of the artist and will disqualify an artwork if it is very obviously not en plein air, such as a still-life or figurative painting done indoors.
  - Was the artwork done in one of the medium outlined in the prospectus?  
Oil media (traditional and water-mixable), wet media (acrylic, watercolor, and gouache), or dry media (pastel, pencil, and charcoal works done on paper).
  - Was the artwork shown any previous PAPNM member exhibitions?  
It is a good idea to look through the last few years' exhibition show cases on the PAPNM website. But, again, we must rely on the honesty of the artist.
  - Is the image professionally presented to show all of the artwork?  
It is usual to receive a few poor quality images that are not cropped or have date stamps, watermarks, or flash hotspots. It is advised to send such images through to jury, asking the Jurors to disregard these issues as much as possible, but allowing them to factor in professional presentation into their scoring.

## The Jury Process

The Jury panel comprises highly qualified and respected artists familiar with plein air artwork, using a "blind jury" process where the Juror does not know the identity of the artist whose work he/she is viewing. Each Juror

assigns a score from one (low) to twenty (high) to each artwork entered. The points are then tabulated revealing the highest scoring artworks in rank order. **All scores and comments are confidential and will not be disclosed to persons outside the Jury panel, Show Chair, and CaFÉ Administrator.**

The available display space in the host gallery determines the number of highest scoring artworks accepted into the exhibition. This number changes every year for this reason. PAPNM believes this method of selection is the most fair and unbiased jurying method currently available.

Three Jurors on the panel can reliably determine the quality of the artwork submitted: 1) a Juror who is PAPNM Master Signature or Signature Member; 2) a Juror who is a respected plein air artist and not a PAPNM member; and 3) a Juror who is a respected expert within the plein air art community such as a gallery owner, university professor, museum curator, or art historian. PAPNM Board of Director members shall not serve as Jurors.

At midnight on the entry deadline, CaFÉ automatically closes the call for entry. The following morning, the Show Chair provides final review of entries before notifying the Jurors that the entries are ready for their review.

1. The Show Chair emails a welcome letter to the Jurors at least one month before the jurying period.
  - Clarify expectations and attach the “PAPNM Jurying and Judging Best Practices” and “The CaFÉ Quick Guide for Jurors”, which provides step by step details for jurying using the online scorecard.
2. When the jurying period opens, the Jurors view the images provided in CaFÉ.
  - CaFÉ is set up to exclude Jurors’ viewing of artwork title, size, or price. The artist name (unless the signature on the artwork is obvious), artist statement, and references are unknown to the Jurors.
3. Jurors score each image on scale of 1 to 20.
  - Scores should be based on what makes excellent artwork: composition, division of space, defined area of interest, edge quality, tonal or value range restrictions, drawing technique, color design and harmony, execution, concept, creativity, impact, etc.
  - Jurors should use the whole spectrum of numbers from 1 to 20 to determine level of acceptability of the work into the show, according to the above artistic elements, and to avoid ties. An guideline follows.
    - Perfectly acceptable = 20 - 18
    - Acceptable = 15 - 17
    - Slightly acceptable = 12 - 14
    - Neutral = 10 - 11
    - Slightly unacceptable = 7 - 9
    - Unacceptable = 4 - 6
    - Totally unacceptable = 1 - 3
  - If a second round of jurying is necessary, a scale of 1 to 7 will be used to determine the acceptance of work into the show.
    - Perfectly acceptable = 7
    - Acceptable = 6
    - Slightly acceptable = 5
    - Neutral = 4
    - Slightly unacceptable = 3
    - Unacceptable = 2
    - Totally unacceptable = 1
4. Jurors should make entries in the comments section of the CaFÉ Jury Scorecard.
  - Comments are mandatory if the Juror feels an entry should be disqualified.
  - Comments on lack of artwork excellence, as noted in item #3 above, should be logged for low scoring entries.

## The Selection and Notification Process

After the scoring is completed by the Jurors, the Show Chair and CaFÉ Administrator determine which pieces will be accepted for exhibition in the show. After which, the Show Chair sends acceptance letters to members.

1. Download the scores into a spreadsheet, and sort by average score.  
(For example, if an entry got scores of 3, 5, and 7, the average score would be 5.)
2. Roughly determine at the threshold value (cutoff score) for the maximum number of artworks to be exhibited.
3. Eliminate high scoring fourth entries.
  - If each artist can have three entries maximum in the show, sort for artists who have more than three entries that were scored high enough to get into the show.
  - Change the status of their three highest scoring entries to "Invited" and their remaining entry to "Not Invited".
4. Readjust the threshold value (cutoff score) for the maximum number of artworks to be exhibited, based on the average scores.
5. Move entries into either the "Invited" or "Not Invited" folders.
  - The CaFÉ Administrator must confirm with the Show Chair which works are invited and not invited before sending email notifications to the entrants.
6. First send email notifications for the "Invited" entries through CaFÉ, then send email notifications for the "Not Invited" entries.
7. Send an acceptance letter detailing exhibition, shipping, packing, and delivery requirements to artists invited to exhibit.
8. Post exhibition, shipping, packing, and delivery requirements for exhibiting artists on the PAPNM website.
9. Send email blast reminders to exhibitors.

## The Judging Process

The Judge of Awards shall be a highly qualified and respected artist known and awarded for his or her plein air artwork. It is preferred that the Judge is skilled in various oil, wet, and dry media. Judging uses a "blind" process where the Judge does not know the identity of the artist whose work he/she is viewing.

After the artworks are received and hung, the Show Chair will prepare the exhibition for judging based on the awards that will be given. PAPNM traditionally has given awards for media type, special awards for Artist and Signature Members, and memorial awards for contemporary works and those by New Mexico-based artists.

1. Place small Post-it notes over the signatures on the works and artists' name on wall tags.
2. Use colored-coded Post-it notes to denote Artist Members and Signature Members. Write the media type and "NM" if New Mexico-based artist on the Post-it notes and place next to the art work.

Judging should be based on what makes excellent artwork: composition, division of space, defined area of interest, edge quality, tonal or value range restrictions, drawing technique, color design and harmony, execution, concept, creativity, impact, etc. The Judge of should keep notes about which artistic elements were pertinent in selecting an artwork for an award. **One award will be given per artist, with the exception of the Artists' Choice Award.** During the awards ceremony, the Judge of Awards should present a talk about his or her award choices, emphasizing what makes excellent artwork for educational purposes and to promote the tradition of painting en plein air.