Guide to Exhibiting your 4-H Photography Project

Listed below are guidelines and suggestions for preparing your photography exhibit.

1. **Read the current State Fair Book**
   a. Check the correct size of photographs. Different classes require different sizes of photos.
   b. Check number of photos needed for a class; some classes require 4 photos, but most require one photo.
   c. Check the type of board to be used: Classes with one photo are mounted on foam core board, while other classes require photo matte board.

2. **Developing photos for exhibit**
   a. Explore local options for developing your photos and compare costs.
   b. Explore online ordering options:
      i. Use the Internet to upload photos and pick up photos at the store.
      ii. Use the Internet to upload photos and have them delivered by mail. Allow extra time (several days to a week) for mail delivery.
      iii. *This is not an all inclusive list.* Some options for uploading photos to pickup at local stores: Walmart, Walgreens, Harold’s, Artz and others that process photos in their stores.
      iv. Some options for using the Internet to upload and have delivered by mail: Kodak Gallery, Creative Memories, Snapfish, Shutterfly and any other photo processing websites.
   c. Be sure to order the correct size. Check price difference of 8x10 and 8x12 photos, sometimes it is the same.
   d. If you choose to print photos using a home printer:
      i. Be cautious of quality as most home printers print at a lower quality. Set printer at highest resolution possible to achieve best results.
      ii. It is required that all photos be printed on photo paper.
      iii. Home printers typically use large amounts of ink/toner to print high quality photos.

3. **Mounting your photo exhibit**
   a. Select the size of board that is required as stated in the State Fair Book.
   b. Only black and white foam core board is acceptable for exhibits requiring foam core board. Foam core board thickness is not to exceed 1/4”.
   c. Check with your local Extension office for foam core board or locations that have foam core board available locally.
   d. Cutting your own board
      i. Use a new blade (utility blade) to start.
      ii. Have another board underneath to protect surfaces. Another foam board may be best as cardboard will dull the blade quicker.
      iii. A T-Square can aid in cutting a straight line.
      iv. Cut all the way through the foam core board to help prevent foam tear out.
      v. Change your blade often – it will dull and this will cause foam tear out.
4. Adhering photo to foam core or photo matte board
   a. **Recommended adhesive options** – Options listed below can be found at most department stores, photo shops or scrapbook supply stores
      1. **Adhesive Spray** - will give the best mounted appearance; can be permanent if directions are not followed. Caution is advised when spraying to avoid excess spray getting on surrounding surfaces.
      2. **Photo Splits** – re-leasable splits are available which will allow you to remove the photo from the board and adjust placement of photo on board. Attention to corners of photos as these may lift.
      3. **Rubber Cement** – photo may curl if photo is removed from the board. It is also difficult to apply to achieve smoothness of photo.
      4. **Glue Dots** – recommended to purchase the thinnest dots possible, be advised dents may occur where dots are located.
      5. **Scrap-bookers Glue**
         ° Caution – can leave lines or streaks under photo leaving the picture looking lumpy
         ° Some products are permanent. It is important to follow label directions if you want to be able to release photo from the board.
   b. **Do not use to mount photos:**
      i. Masking tape or double-sided carpet tape
      ii. Wood glue, Super glue, White glue or Glue sticks
      iii. Hot glue mounts do not work because they will melt foam core board

5. Placement of photos
   a. Center the photo as best as possible. For 8x12 photos, there will be 1 inch margins on all sides. 8x10 photos will have 1 inch margins on 2 sides and 2 inch margins on 2 sides.
   b. Place vertical photos vertically on foam core board (when exhibit is held up photo is correct viewing.)

6. Photo exhibit label
   a. Fill out information entirely. If using a digital camera, film size and film speed will be left blank.
   b. Attach label to the back side of the photo board in the upper left hand corner.
   c. Attach computer entry card only with scotch tape to the upper left hand corner of the exhibit. Card must be able to be flipped up so that the photo can be seen without removing the card.

7. For State Fair entries:
   a. Remove all other items from exhibit (county ribbons and county comment sheets). Only 2 items should be attached to photography exhibit: the photo label placed in the upper left hand corner on the backside of the exhibit, and the State Fair computer entry card attached to the upper left hand corner of front of exhibit.
   b. Do not cover in plastic or other materials. Exhibits must be ready to view. If covered for transport from the county to State Fair, these extra coverings must be removed by the county representative before the exhibits will be accepted.

Helen Geppert / May 2010