

Instructions for Filling Entry Form

This document will save you filling in the same details on multiple forms.

Please read the steps before you use the form below

You may wish to create a new folder to save your entry forms in.

STEP	Additional information
1. Double click on the Entry Form below.	There is no need to save this form. It will remain open and you can overtype the previous information for each new item
2. Fill in all the information in the form.	Single click & begin typing. 'Click here to enter text' will automatically disappear. Refer to 'Exhibition Item Details' for description of required information
3. Check that information entered is correct and complete. <ul style="list-style-type: none">· Save the form under "Save as".· Give your form a File name and choose a folder to save it in.· Save as a PDF.	If you save the PDF and realize you have made a mistake you can change the information and save it again. Name your files so they can be identified, ,eg. <your name> and <item number> To save as PDF, scroll within 'Save as Type' & select PDF.
4. If you have more than one item for the exhibition, the form will still be there. Overtyping and save this second form with a new name, as above.	You can click on the form and change only the information relating to the next item you wish to exhibit. Change the number each time you make a new Entry Form. If you have 3 items you will have 3 Entry forms.
5. Email all of your PDF forms to embroideryact@gmail.com no later than 14 August 2017.	Put the Subject heading "Entry Form" on your email so it goes to the right person

Exhibition Item Details – this information helps the Exhibition Designer

- **My Item number** – Give each of your items a number, starting with 1
- **Title of Item** – This is the name you may have given your item e.g. "Owls at Night"
- **Type of Article** – Type of article might be "picture, cushion, table runner"
- **Size in Cm** – type height first and then width e.g. "6cm H x 10 cm W"
- **Dominant Colours** – Enter the main colours in the item
- **Technique/Stitches** – Techniques might be 'Drawn thread', Stitches might include cross stitch, surface stitches"
- **Price \$: if for Sale** – Enter price or if not for sale, leave blank or NFS
- **Category: General, Challenge, Young Stitchers** – Enter Gen, Cha or YS according to the category you wish to enter
- **Young Stitchers Age** – Enter number for age
- **Did you design the work yourself?** Enter Y or N
- **If no, please give details of designer and/or the source of the design** – This will be the name of the original designer
- **Did you make the work in a class put on by the Guild?** Enter Y or N
- **If yes, please give details of class-** Enter the name of the class
- **Additional comments about the work (optional) 20 words or less** – Use this space to give some interesting information about the item. It might have been inspired by other work, a photo, a magazine for example.