

LUNACON PRINT SHOP IDENTIFICATION & CONTROL SHEET INSTRUCTIONS

HOW TO:

- DO TITLE NUMBERS:** Combine your three digit Artist Number (given on your acceptance letter) with a “900” series number. For example, if your Artist Number is 100, your titles will be numbered 100-990, 100-991, 100-992, etc. This number goes on the identification sheet, control sheet, and white stickers.
- DO WHITE STICKERS:** These will be given to you on check-in. Write title numbers on them and place one on the back of each print.
- FILL OUT I.D. SHEET:**
1. **Clearly** write your name and title of print.
 2. If the piece is a limited edition, indicate that and how many editions there are.
 3. Check “Yes” or “No” for whether each copy is signed by the artist.
 4. Clearly print the Piece Number and the Price Per Copy. All copies must be for sale at that price.
 5. You must attach an I.D. tag to **EACH PRINT**—preferably in the front so purchasers can easily see it when it’s hanging on the hooks in the Print Shop.
- FILL OUT CONTROL SHEET:**
1. Fill out ONE line on Control Sheet for each title entered.
 2. Put the selling price for each title in the “Price Per Copy” column.
 3. Put the number of copies of each title entered in the “Qty. Sup.” Column. **You *must have 3 to 8 identical copies of each title submitted.***
 4. Leave the last 3 columns **BLANK**.