



GUIDE TO A SUCCESSFUL APPLICATION

UNDERSTANDING THE IMAGE JURY PROCESS

The objective of the jury process is for the jurors to determine whether your work meets the guidelines set by the Standards Committee.

During this process, members of the Standards Committee, the Fair Committee chair, and the Board representative to Standards meet in person to review applications and screen images. They are looking for good, clear images of your work. Please see the Image Jury Application Parts One-A and One-B for a more complete explanation.

NOTE: Applicants must pass the image jury to move on to the object jury.

HOW DOES THE JURY WORK?

The jury will read through your answers in Application Part One-A: Written. They will then review the descriptions you provide in Application Part One-B: Images and compare them to the images of your corresponding pieces. Jurors will then vote “yes” or “no” for each applicant. The Standards Committee votes as a body, so there are three votes total. It takes a unanimous decision to reject an applicant in the image jury.

NOTE: It is likely that your specific medium will not be represented in your jury, so be very clear with your descriptions. Assume you are explaining your work to someone who knows nothing about your media.

WHAT IS THE IMAGE JURY LOOKING FOR?

The jury wants to see well-written answers to the questions in Application Part One-A: Written. The jury is looking for high-quality, clear images of your work for Part One-B: Images. You should submit images of your best, most technically difficult, most cohesive, show-quality pieces – *not* production work. The jury wants to see consistency in your work and in the techniques you use.

NOTE: Images may be uploaded if you are applying online or submitted on a clean USB flash drive if you complete a paper application. Be sure nothing is on the thumb drive except your images.



APPLICATION PART ONE: IMAGE JURY

There are two parts to the Image Jury Application: written and images. The written application includes your contact information and descriptions of how your work is created. The image application requires you to give a full description of each of the five images you submit.

Application Part One-A: Written

This includes your contact information, detailed descriptions of your work, and explanations of the processes and techniques you use.

Applicant Information: Make sure you complete every line. Be sure to include your county of residence as this is how Guild eligibility is determined.

COUNTIES WITHIN SOUTHERN HIGHLAND CRAFT GUILD REGION

ALABAMA: Blount, Calhoun, Cherokee, Clay, Cleburne, Coosa, Cullman, DeKalb, Etowah, Jackson, Jefferson, Madison, Marshall, Morgan, St. Clair, Shelby, Talladega, Walker, Winston

GEORGIA: Banks, Bartow, Catoosa, Chattooga, Cherokee, Dade, Dawson, Fannin, Floyd, Forsyth, Franklin, Gilmer, Gordon, Habersham, Hall, Lumpkin, Murray, Pickens, Polk, Rabun, Stephens, Towns, Union, Walker, Whitfield, White

KENTUCKY: Bell, Boyd, Breathitt, Carter, Clay, Clinton, Elliott, Estill, Floyd, Greenup, Harlan, Jackson, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Madison, Magoffin, Martin, Menifee, McCreary, Morgan, Owsley, Perry, Pike, Powell, Pulaski, Rockcastle, Rowan, Wayne, Whitley, Wolfe

MARYLAND: Alleghany, Frederick, Garrett, Washington

NORTH CAROLINA: Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, McDowell, Polk, Rutherford, Swain, Surry, Transylvania, Watauga, Wilkes, Yancey

SOUTH CAROLINA: Greenville, Oconee, Pickens, Spartanburg

TENNESSEE: Anderson, Bedford, Benton, Bledsoe, Blount, Bradley, Campbell, Cannon, Carroll, Carter, Cheatham, Chester, Claiborne, Clay, Cocke, Coffee, Cumberland, Davidson, Decatur, DeKalb, Dickson, Fentress, Franklin, Giles, Grainger, Greene, Grundy, Hamblen, Hamilton, Hancock, Hardin, Hawkins, Henderson, Henry, Hickman, Houston, Humphreys, Jackson, Jefferson, Johnson, Knox, Lawrence, Lewis, Lincoln, Loudon, Macon, Marion, Marshall, Maury, McMinn, McNairy, Meigs, Monroe, Montgomery, Moore, Morgan, Overton, Perry, Pickett, Polk, Putnum, Rhea, Roane, Robertson, Rutherford, Scott, Sequatchie, Sevier, Smith, Stewart, Sullivan, Sumner, Trousdale, Unicoi, Union, Van Buren, Warren, Washington, Wayne, White, Williamson, Wilson

VIRGINIA: Albemarle, Alleghany, Amherst, Augusta, Bath, Bland, Bedford, Botetourt, Buchanan, Carroll, Clarke, Craig, Dickenson, Fauquier, Floyd, Franklin, Frederick, Giles, Grayson, Greene, Highland, Lee, Loudoun, Madison, Montgomery, Nelson, Page, Patrick, Pulaski, Roanoke, Rappahannock, Rockbridge, Rockingham, Russell, Scott, Shenandoah, Smyth, Tazewell, Warren, Washington, Wise, Wythe



WEST VIRGINIA: Entire state

Membership Structure

Craft Classification: General or Heritage. Almost all applicants will be in general craft. Heritage craft is for those who create traditional crafts of the southern Appalachian Mountains—crafts practiced in the area prior to 1930—using primarily traditional tools, materials, patterns, etc. Applicants for Heritage craft must complete the standard application and a supplemental form. For a link to the supplemental Heritage application, email Laura Lanier (laura@craftguild.org). Also, notify Teresa Brittain (brittaink@gmail.com) if you will be applying under the heritage classification so she can connect you with the Heritage Craft committee.

Membership Category: Individual, Partnership, or Production Center. Carefully read the explanations of the categories on the application form. Most applicants will be individual members. Note that spouses/partners working in the same media may prefer to apply for individual membership, especially if each person creates their own work, independent of the other person. Partnerships and production centers are limited to one vote on Guild matters.

Media Designation: Carefully read the media designation information included on the application form. Note that the Guild does not accept applications in painting, photography, or consumable items such as soaps and lotions. If you are uncertain about the appropriate media designation, please email Laura Lanier for advice (laura@craftguild.org). It is also possible that the Standards Committee may change your media designation for better alignment with Guild guidelines.

SHCG Membership Application Questionnaire

1. Describe your work:

Give a general description of your work in 300 words or less.

Use word count and make every word count, as there is a 300-word limit. Each word you use should be important to the description of your work.

Start your description with a tag line (a one-sentence summary of your description)

The tag line is your topic sentence. Follow that with a short description that explains what you do in a way that any listener can understand it in a short period of time.

Is there anything about your work that a casual observer might not see at first glance?

What is special and unique about your work? What is your creative stamp? What are the signature elements in your work that offer a strong identity to your craft? What separates you from other makers in the same media? Are there any hidden elements in your work that are uniquely yours?

2. Describe your process:

Describe the techniques, processes, and materials used in the production of your craft

Processes are the broad description of what needs to be done to create the final product; techniques detail how to do it.

EXAMPLE: I set cabochon stones in silver by creating bezels, soldering them to the silver, then setting the stones into the bezels.

Include an explanation of any parts of your process that may involve integrated technology like 3D printers or CAD/CAM programs.

EXAMPLE: I use the following technology when creating my Precious Metal Clay pieces: Adobe Photoshop for designing my images, photopolymer plates to transfer my designs onto the metal clay, and a silhouette Cameo to cut templates and some clay details.

3. Describe outside components using the following guidelines:

List the components used in your work that are *not* produced by you, such as lamp parts, findings, basket reed, buttons, or hinges. NOTE: No less than 80% of your work must be produced by you.

This is generally interpreted to mean 80% of the perceived value of the work. For example, 100% of a quilt might be constructed from purchased materials, but the cost of those materials is probably not more than 20% of the value of the finished item.

EXAMPLE: My finished work employs machine made sterling silver chains to display my pendant. Post earrings use pre-made posts, soldered in place.

List any services you contract out, like sewing or casting.

As much as possible, contracted services should use local/regional vendors.

EXAMPLE: I contract out the casting for the creation of a few of my production pieces.

4. Describe your training using the following guidelines:

List your education and other craft-related training or experience.

Answers should include:

- Name and location of any institution(s), the degree(s) you received, and the year completed if relevant to your craft (ceramics degree, art history degree, etc.)
- Apprenticeships
- Internships
- Artist residencies
- Craft-related employment
- Extra classes
- Formal and informal training
- Self-taught skills

EXAMPLE: I attended college at Columbia College in Chicago, I have a MA in Costume History from NYU, and I have taken multiple workshops and teacher certification in Metal Clay. (Include important dates and locations when possible.)

5. Other Details:

Is there anything you would like the jury to know about your work that was not included in this questionnaire?

This is your chance to toot your horn loudly!

- What is important information about both you and your work that you want the jury to be aware of? Your response to this question is uniquely yours and provides the opportunity for both descriptive and reflective

writing.

- Is there a story behind your works of art?
- How is your work a reflection of you, your roots, and your heritage?

EXAMPLES: The clay I use to craft my vessels is from the land of my family's heritage.

-OR-

The fabrics I employ in the crafting of my narrative art quilts are a tribute to the African American women that so patiently taught me the art of quilt-making.

Acknowledgements

Be sure to check each of the three attestations, verifying that your work is crafted according to the Guild's standards of quality, was made within the prior two years, and is not a direct result of classroom instruction.

Carefully read the bulleted items before dating and signing the form. The image jury application fee is \$20. If you do not pass the image jury, you can re-apply within the next 12 months with no additional application fee.

If you do not pass the image jury and want the Guild to return your flash drive, please include a self-addressed stamped envelope with sufficient postage. If you pass the image jury, the Guild will retain your flash drive.

Submitting a Paper Application

- Submit the application as double-sided pages, printed front and back, not single-sided.
- Do not paper clip or staple the pages.
- Put the application in a manila envelope, along with the flash drive.
- Do not have a keyring or other item attached to the flash drive.

Application Links

Apply Online: <https://southernhighlandguild.org/apply>

Application to Print: <https://shcg-uploads.s3.amazonaws.com/wp-content/uploads/2024/04/12105317/2024-all-updated-PDF-Application-to-the-Guild.pdf>

Application Part One-B: Images

Applicants will submit five (5) color images of their work along with a detailed description of each image. For each image, please list the item name/title, item size, and the techniques and materials used.

NOTE: Each of your submitted photographic representations is an individual work of art and should be described as such. In other words, do not duplicate descriptions of your items. Each of the five (5) descriptions should be consistently written yet specific to each work.

Image Requirements

Submit your images on a clean USB flash drive. Be sure your images are:

- 800 x 1240 pixels
- 72 DPI resolution
- Baseline standard JPEG format, not progressive JPEG
- No more than 2.0 MB in size
- Labeled with your initials and the correct image number to correspond with the application listing
- Anonymous, not showing your full name on the image itself or on the file name

EXAMPLE: SQP_image_01.jpg

Note that you may include a booth shot in addition to the five object images if you do shows/fairs/festivals.

Suggestions for Images

Using a professional photographer is an investment in images that work for many purposes. If you do your own photography, please read and heed the suggestions for images listed on the application form. Also, for smaller work, please reference the document Photography Tips and Tricks for Small Artwork, written by Guild member Charity Hall. This document is available on the How to Join page of the Guild website.

For ideas on how to stage your work, refer to trade magazines for your specific media.



These photos of work by current Guild members are clean, with simple neutral backgrounds. The objects fill the frame. There are no harsh shadows.



These photos (also provided by Guild members) are not appropriate for the image jury. The first has a distracting shadow. The quilt is being held by assistants rather than hanging flat. The last shot would be fine for social media or Etsy, but it is too busy for a jury photo.

APPLICATION PART TWO: OBJECT JURY OR PROVISIONAL CRAFT FAIR BOOTH

Once you have passed the image jury process, you must choose either to participate in an object jury at the Folk Art Center or have a provisional booth at a Craft Fair of the Southern Highlands (currently an option through the July 2026 Fair only).

If you choose to participate in an object jury, you will submit the object jury application, five physical pieces of your work, any additional images you want to submit (on a clean flash drive or in printed form), and the \$25 part two application fee. Make sure your name does not appear on any of the pieces; tape over your name if necessary. Your work will be displayed on a table along with your object jury application. The object jury is composed of the seven (7) voting members of the Guild standards committee. If the jurors have questions about a specific media, they will consult with Guild members who specialize in that media. The jury will review your work individually, discussing your work while referring to your written application and any additional images. They will evaluate the quality of the design and craftsmanship of each piece, as well as their effectiveness as a cohesive body of work. Additional images are optional, not a requirement. They could be the same photos submitted for the image jury or shots of different work. This is a great opportunity to showcase the range of your craft, not just the body of work submitted for the object jury. Images might highlight your other lines or techniques, but should still represent your best work, not production pieces.

If you choose to have a provisional booth at a Craft Fair of the Southern Highlands, you must contact Laura Lanier for a contract and return it, along with the booth fee, by the deadline specified in the contract. The work in your booth will be juried by the Standards Committee at the fair either before or after opening hours. The applicant will not be present during the jury. Applicants with a provisional booth should reach out to the Guild's fair director, Ruthie Cohen, for additional booth information (ruthie@craftguild.org).

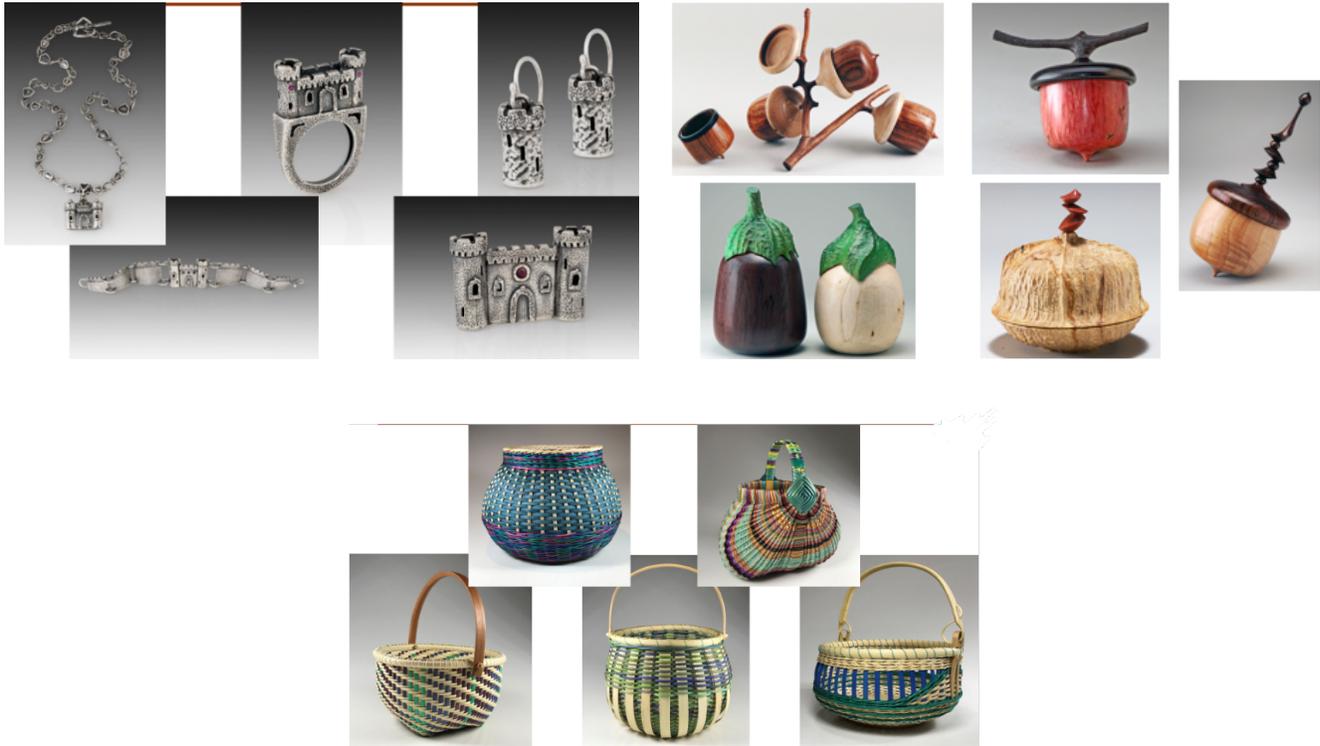
What Is the Object Jury Looking For?

- Handmade - Designed and made by the applicant, or under the direction of the applicant, using hand tools or hand-directed machine tools (potter's wheel, wood lathe). 80% of the perceived value must be attributable to the craftsperson.
- Cohesive – Multiple pieces that are related by a similar approach and technique to create unity. Techniques should be similar in each piece.
- Technically Difficult - Work should show a mastery of the medium and display more than basic or intermediate skills.
- Excellence in Craftsmanship - The work should be executed without technical flaws. The work should be extremely well-finished.
- Excellence in Design - Work that shows excellent composition and a regard for color, texture, and proportion as appropriate.
- Original - Must be original and distinctive, recognizable as belonging to that craftsperson.

All objects must have been made within the last 2 years and cannot be the result of direct classroom instruction.

What Constitutes a Body of Work?

A distinct body of work can easily be identified by someone unfamiliar with the work as being created by the same artist. Imagine that a customer walks into a gallery or craft shop. Your work is displayed in several locations. Would the customer be able to identify which pieces are yours? If the answer is yes, you have a distinct body of work. Here are some good body of work examples from current guild members.



The Object Jury will vote on the design and craftsmanship of your work, rating it on a scale of 1 to 5, excluding 3. Design and craftsmanship are separate categories, so each piece will receive two separate scores. The rating scale is as follows:

1. Clearly unacceptable
2. Below guild standards
3. Acceptable (not used)
4. Clearly above the norm
5. Excellent

To pass the object jury, you must have a minimum score of 28 out of 35 in each of the two categories, design and craftsmanship.

If you are not accepted into the guild after the image jury or object jury and would like to reapply, you can email Laura Lanier (laura@craftguild.org) to request the jury's comments. At any time during the process, you may contact Teresa Brittain (brittaink@gmail.com) to request that the application subcommittee review your application or to request a craft media advisor to evaluate and suggest improvements to the pieces of work you plan to submit for jurying.

APPENDIX 1: WRITING TIPS

Writing for an Application

1. Place an index card in front of each individual work you are required to describe. Take notes about each piece, including techniques, materials, and processes. This is a way to distinctively describe individual works of art that are in the same craft medium (see Question 2a).
2. Writing about your own work is demanding, so consider recording your descriptions and responses to your work on your cell phone for later transcription. This process could lead to words that are uniquely and authentically yours. People write the way they talk.
3. Sometimes we come up with great thoughts about what we create and say to ourselves, “Wow, what a great idea. I know I’ll remember this.” But you won’t. Carry a small notebook to write down your ideas, observations, and thoughts about your art.
4. Gather your written materials into an organized format. Have you drafted an artist statement, an artist biography, and/or an artist curricula vitae (CV)? Do you have a website? Do you have marketing materials? If you have completed any of these, you have a great foundation.
5. Read other artists’ descriptions of their work.

Writing Hints and Tips

1. Make sure your audience can easily understand your writing.
2. Make sure your descriptions of your work are concise and to the point.
3. Craft your writing like you craft your works of art. Words reflect what you do and what you make.
4. Have somebody else read your writing.
5. Read your writing out loud to an objective audience. Do your written descriptions make sense? Do your written descriptions provide the necessary depth and breadth about your work?
6. Proofread your written responses to avoid spelling and grammar mistakes. Proofread. Proofread. Proofread.
7. Make sure everything is checked over by at least one other person before you submit your application.
8. If you could segregate your work into distinct categories on your website’s navigation bar, how would it read? Could you use these categories to further define your work and view your creations as a cohesive body of work? Write about each category as a cohesive unit.
9. Write in complete sentences.

10. If an application question is not pertinent to you, do not respond with “N/A.” Instead, respond with a complete sentence indicating such.

Elements to Consider in Your Writing

- When were you first introduced to art?
- Who taught you? Why are you working in your medium?
- How would you describe the quality of your designs and the degree of your craftsmanship?
- What themes are present in your artwork?
- What about your technique is different from other artists?
- What do you want your artwork to convey to your viewers?
- Who purchases your work? Who is your target audience?
- What is the first thing people notice about your artwork?
- How has your art changed over your career?
- What and/or who are your artistic influences?
- Have you and or your artwork been cited in any publications? Are there quotes and praise for your work? Consider weaving quotes from other people into your descriptive statements about your work.

APPENDIX 2: ONLINE WRITING SUPPORT

General Help

The Hemingway Editor: A free online tool, The Hemingway Reader can provide writing assistance.

www.hemingwayapp.com/

The Perdue University Writing Lab:

<https://owl.purdue.edu/>

Writing Elevator Speeches

<https://www.themuse.com/advice/perfect-pitch-how-to-nail-your-elevator-speech>

Writing Artist Statements

<https://www.gyst-ink.com/artist-statement-guidelines/>

<https://agifineart.com/advice/artist-profile/>

<https://www.theartleague.org/blog/2015/08/24/artist-statements-we-love/>

www.artbusiness.com/artstate.html

<https://www.format.com/magazine/resources/art/how-to-write-artist-statement>

<https://www.artworkarchive.com/blog/5-tips-for-writing-a-memorable-artist-statement>

Writing an Artist Biography

<https://agifineart.com/advice/writing-artist-biography/>

<https://www.artworkarchive.com/blog/how-to-write-an-appealing-artist-biography>

Words to Use When Writing About Art

A substantive listing of adjectives, nouns, verbs, negatives, and phrases is at:

<https://www.words-to-use.com/words/art/>

APPENDIX 3: PHOTOGRAPHERS WITH GUILD EXPERIENCE

Robert Batey Photography

1332 Shannon Circle
Sevierville, TN 37862
www.robertbatey.com
Phone or Text 865-607-6477
Instagram @rb8tey
Instagram @jury.slides

Nate Burrows

Hello@nateburrows.com
www.nateburrows.com
Comments: Photographs Guild members work at fairs. Jewelers might ask him to shoot a sample piece first to make sure they are happy with his work.

Steve Mann

Black Box Photography
2004 Riverside Drive, #W
Asheville, NC 28804
828-275-7028
Comments: Very efficient and reasonably priced. Flexible to work with.

Diana Gates Photography

828-683-9521
Cell: 828-775-3623
8 Willow Creek Road
Leicester, NC 28748
www.dianagatesphotography.com
Email: dianagatesphotography@gmail.com
Comments: Diana has a long association with the Guild. Her husband, Marlow Gates, a broom maker, is a very active member of the Guild.

Tim Barnwell

344 Depot St., Suite 106
Asheville, NC 28801
828-251-0040
www.barnwellphoto.com
barnwellphoto@hotmail.com
Comments: Excellent Photographer. Has authored several acclaimed photo books.
Photo Services (Enlarged prints, posters, etc.)

Rocky Kenworthy

www.doteditions.com

821 Riverside Drive, Suite 164

Asheville, NC 28801

828-575-5534

Studio near Cheap Joe's in Arts District. Photographs 2-D objects only.

Jean Rhodes-Moen

828-335-2631

Email: www.jeannius.com

Website: photo@jeannius.com

Comments: Jean is a Guild member in jewelry. Located in Asheville, near the Folk Art Center. Most images are \$20 including color correction.

ADDITIONAL RESOURCES:

Mountain Bizworks

153 S. Lexington Ave.

Asheville, NC 28801

www.mountainbizworks.org

828-253-2834

Offers Craft Your Commerce workshops, networking, coaching, and peer-to-peer learning opportunities for artists and craftspeople.