

# HOW TO PREPARE PHOTOGRAPHS FOR 4-H FAIR EXHIBITS

## FAIRBOOK RULES

- 4-H'ers are allowed entries in only one unit: Unit 1, Unit 2 or Unit 3. Only 1 entry per class.
- A photograph may only be used on 1 exhibit with the exception of the Unit 3 portfolio which may include images entered as exhibit prints in other Unit 3 classes.
- Cameras - Photos may be taken with any type of film or digital camera, including phones, tablets, and drones, with the exception of Unit 2 Class B50 which requires a phone or tablet camera.
- Manual adjustments are encouraged for Unit 3.
- Photos must be shot during the current project year by the 4-H member. Photos need to be appropriate for 4-H.
- Entry Tag must be securely attached to the upper right hand corner of displays or prints.
- Securely attach photos. Recommend double sided tape. Photos that are unattached will be disqualified. Do not use photo corners, borders, or place coverings over the exhibits. Do not include negatives.
- Instructions for Display: Mount on a single horizontal 11"x14" black poster or matting board. Every photo on the picture display must be pencil numbered with #2 lead pencil below the photo for judge's reference only. Numbers should be readable but not detract from display. No titles, captions, or stick on numbers.
- Instructions for Exhibit Prints: All exhibit prints are 8"x10" prints mounted in 11"x14" (outside size) cut matting with a sandwich mat-board backing (not foam board); rectangular or oval inside mat opening. Place photos horizontally or vertically as appropriate.
- Data Tags are required on all photography exhibits. Unit II Showcases - Each photo in the Showcase must have a separate Unit II Data Tag. Altogether, each Showcase exhibit will have 12 Data Tags. These may be displayed on the page before or after the photos. Unit II Prints - All Unit II prints must have a Unit II Data Tag securely attached to the back of the exhibit in the upper right-hand corner. Unit II Displays - Each photo of the display must include a separate Unit II Data Tag. Data Tags should be numbered with the corresponding photo's number (see rule J). Data Tags should be securely attached to the back of the exhibit. Unit III Portfolios - Each image in the portfolio must have a separate Unit III Data Tag. See class description for more details. Unit III Prints - All Unit III prints must have a Unit III Data Tag securely attached to the back of the exhibit in the upper right-hand corner.

## PHOTO DEVELOPING

Photos can be printed at retail or discount stores, professional photography stores or at online retail outlets. Results vary. Sometimes quality is better at discount stores, sometimes prints are better at photography stores. Develop prints far enough ahead of time so you can have them redone if you are disappointed in the quality.

### Unit I Data Tag

Name: \_\_\_\_\_ Age: \_\_\_\_\_ County: \_\_\_\_\_  
 Class: \_\_\_\_\_ Years in Unit I: \_\_\_\_\_ Years in Photography: \_\_\_\_\_

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Camera Make & Model: \_\_\_\_\_  
 Focus Type: Fixed or Auto or Manual Camera Type: Digital or Film

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1. Tell about your photo. For example: Where was it taken? How did you get this shot? What were you trying to capture? What do you like about this particular photo?

2. Describe any edits or changes made to the image using computer software.

### Photography Unit II Data Tag

Name: \_\_\_\_\_ Age: \_\_\_\_\_ County: \_\_\_\_\_  
 Class: \_\_\_\_\_ Years in Unit II: \_\_\_\_\_ Years in Photography: \_\_\_\_\_

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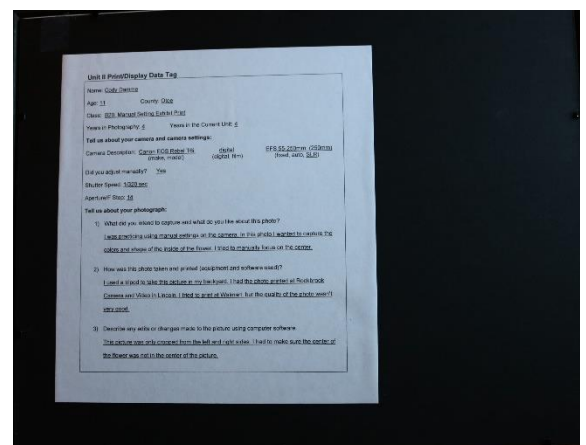
Camera Make & Model: \_\_\_\_\_  
 Focus Type: Fixed or Auto or Manual Camera Type: Digital or Film  
 Did you manually adjust the shutter speed, aperture, or ISO? \_\_\_\_\_  
 Shutter Speed: \_\_\_\_\_ F Stop: \_\_\_\_\_ ISO: \_\_\_\_\_

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1. Tell about your photo. For example: Where was it taken? How did you get this shot? What were you trying to capture? What do you like about this particular photo?

2. Describe any edits or changes made to the image using computer software.

## DATA TAG SAMPLE PLACEMENT ON BACK OF MAT-BOARD



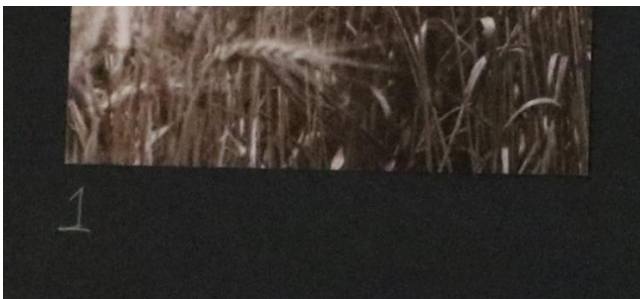
## HOW TO PREPARE A PHOTO STORY DISPLAY

- Sample front side of a picture display on 11"x14" black poster or matting board.
- Display board **MUST** be HORIZONTAL. Photos may be horizontal OR vertical. It is best to have 1 photo vertical and 2 horizontal or 2 photos vertical and 1 horizontal. Positioning of the 3 photos is flexible – place how you think they look best.
- Every photo must be PENCIL numbered under photo.
- Data tags required on back of exhibit for each photo.
- Entry tag is placed in the upper right-hand corner.



## SUPPLIES

- **Double-sided tape** is recommended to securely attach photos and personal Data Tags. Poster board is usually cheaper than mat-board, however, mat-board is more rigid and durable.
- **Black poster board** can be purchased at many discount, craft or art stores. Size is usually 22"x28" (which you can cut into four 11"x14' sheets.) Poster board can be cut with scissors or an X-Acto knife.
- **Mat-board** only needs to be black on the front – it can be any color on the back.



Every photo must be numbered in #2 pencil below.

## HOW TO PREPARE AN EXHIBIT PRINT

- All exhibit prints are 8"x10" prints mounted in 11"x14" (outside size) cut matting (no frames) with a sandwich mat-board backing (NOT FOAM BOARD); rectangular or oval inside matt opening.
- Place photos horizontally or vertically as appropriate.
- Unit 1, Unit 2 or Unit 3 Print/Display Data Tags are required. Securely attach the Data Tag to the back of the photo project. Entry tag placed in upper right-hand corner.



- Choose a mat color which looks good with your photo. A color mat can overwhelm or detract from your photo, but some photos are enhanced by a color mat. Choose color carefully. Try to pick a color that is used in the photo. If you want a little color, try a double mat with a color inside border.
- Choose carefully when selecting a shape for your mat opening. Select a shape that truly enhances the photograph – rectangular and oval shapes are acceptable.
- Pre-cut 11"x14" mats (outside size) with rectangular or oval inside mat opening can be purchased at many discount, craft or art stores.
- For mat-board backing, some stores have pre-cut 11"x14" mat boards (without inside mat openings.) It can be cheaper to purchase 32"x40" mat-board or illustration board which can be cut down. Use an X-Acto knife to cut.



- Your photo is slightly large than the mat opening. Place the mat slightly above the photo and move mat slightly from side to side and up/down until you decide which "cropping" (portion of the photo showing) looks best. Press down on the mat where the tape is underneath. This holds the photo to the mat.