

# Instructions on Mounting Photos for 4-H Photography Fair Entries

When exhibiting at the County Fair and the Kansas State Fair, photos must be mounted on white matte board with the matt board 11" wide and 12 1/2" long. Matte boards can be purchased from the county extension office.

Each photo requires a clear plastic sleeve that can also be purchased from the extension office. This sleeve **SHOULD NOT BE SEALED** prior to judging.

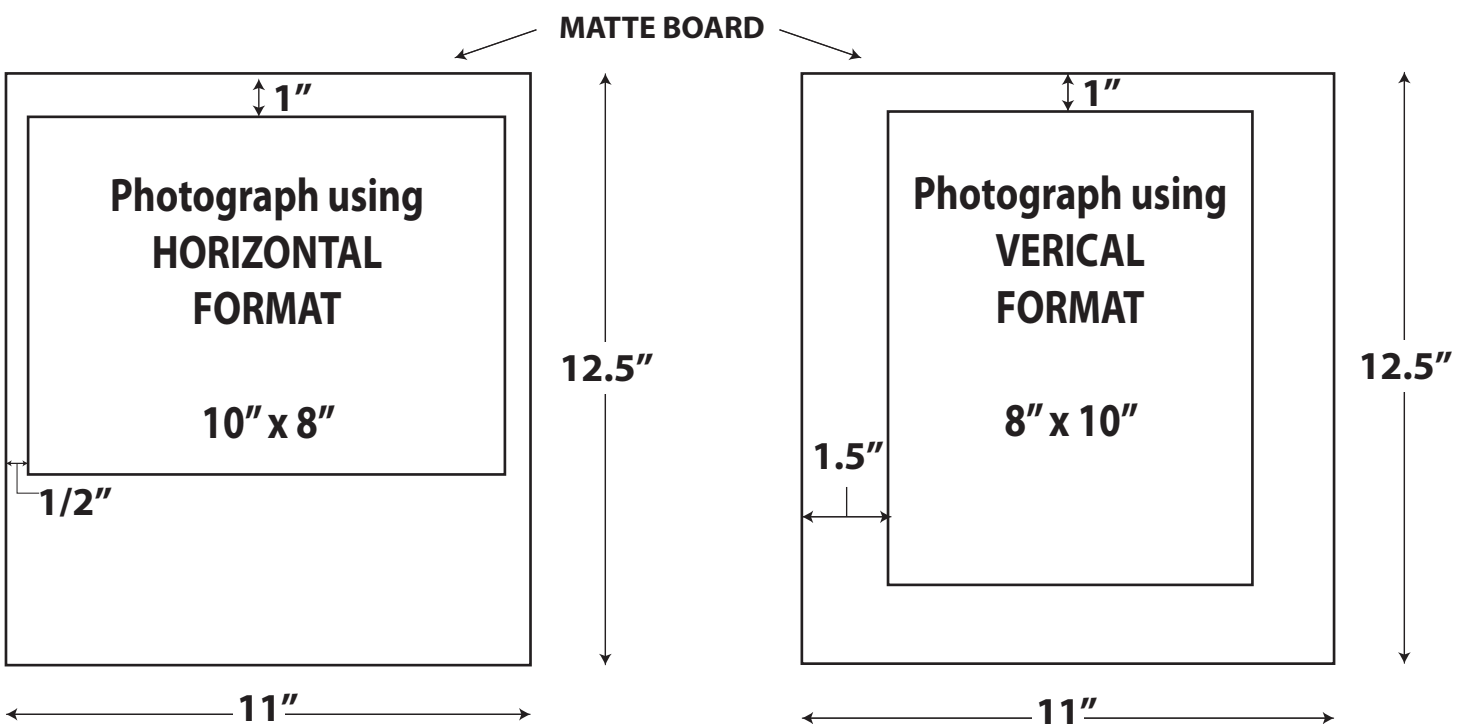
Please use photo mounting adhesive such as 3M or other spray adhesives that are available at any craft or discount store.

Photos must have all borders removed. To remove the border please use an x-acto knife and ruler, or a photo cutter. **Note to Leader or Parents: Younger youth are not skilled enough to be safe attempting this on his/her own.**

Mount photos on the white and smooth side of the matte board. Next measure 1 inch from the top of the matte board. Mark several places lightly with a pencil (to be easily erased later). Lay your photo on the matte board (without the adhesive applied to it) and center the photo horizontally on the board. There should be approximately 1 1/2" on each side of the photo.

**Note: Horizontal photos must be mounted across the narrow 11" dimension of the matte board. A horizontal picture which is 10" wide will have only 1/2" of white space on each side.**

Next spray the back of the photo with adhesive (suggested adhesive is 3M or Elmers spray adhesive). **Do not use rubber cement or double-sided tape.** Follow the directions on the adhesive carefully. It is best to lay the photo face down on a clean piece of cardboard /newsprint and spray the back with will allow the spray to get edge to edge without getting on the front of the photo. After waiting 20-30 seconds, carefully lift the photo up by the edges. Flip it over and following the pencil guide marks, attach the photo to the matte board. Using a soft, clean cloth, gently press the photo especially around the edges to make sure it will adhere to the matte board. Allow the photo to adhere for 1 hr. before placing in its protective bag.



# EXHIBITOR ENTRY LABEL

Labels will be provided day of judging and can be applied at that time.

Please apply the label to the bottom left corner on the outside of the protective plastic sleeve. See diagram below.

