Event Checklist

When you’re ready to publish your new event, use this checklist to make sure everything is set up properly.

Event Information

*Event Editor > Event Information*

- Is your **Logo** sized for [optimal web and mobile viewing]?  
- Is the **Accept Applications Date** set to today or in the future?  
- Are the **Jury Start/End** and **Event Start/End** dates correct?  
- Have you entered the **Event Summary, General Information, Rules/Regulations**, and **Booth Information**?  
  - If you copied this event from last year, are the dates updated to the current year?  
- Does your **Legal Agreement** include a refund and cancellation policy?  
- Have you checked the **Preview** of your event details to ensure information is correct?

Jury Details

*Event Editor > Jury Details*

- Have you entered the following required **Jury Details**?  
  - Average number of applications you receive each year.  
  - Average number of artists selected from the jury to participate in the event.  
  - Average number of exempt-from-jury artists who are invited to participate in the event.  
  - Method in which images are viewed at the jury.

Application Editor

*Event Editor > Application Editor*

- Do you have at least one **Medium Category** created?  
- Have you checked the preview of your **Application Custom Questions** to ensure they appear on the application correctly?

Product Editor

*Event Editor > Product Editor*

- Are the prices and quantities listed accurate?  
- Is your **Jury Fee/Application Fee** product active?

Payment

- If you elected to pay upfront, have you submitted payment for your licensing fees?

**Questions? Email** [ZAPPHelp@westaf.org](mailto:ZAPPHelp@westaf.org)