



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