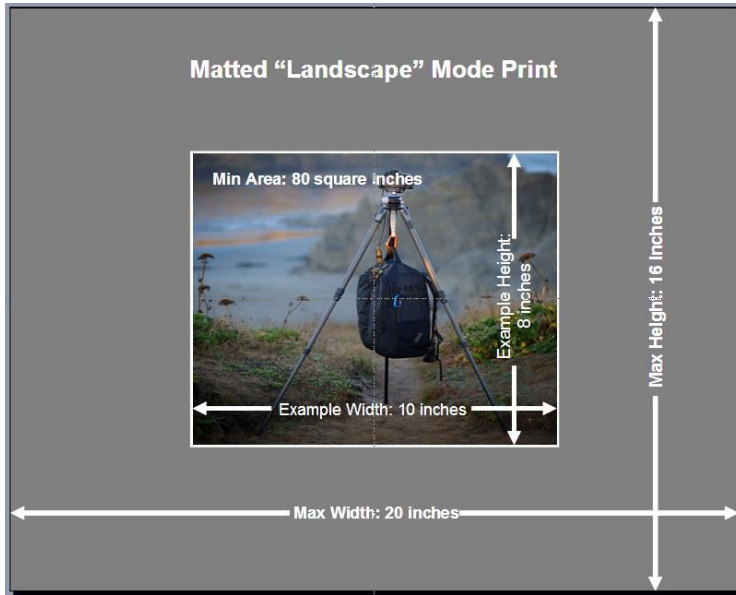


PRINT SUBMISSIONS CHEAT SHEET

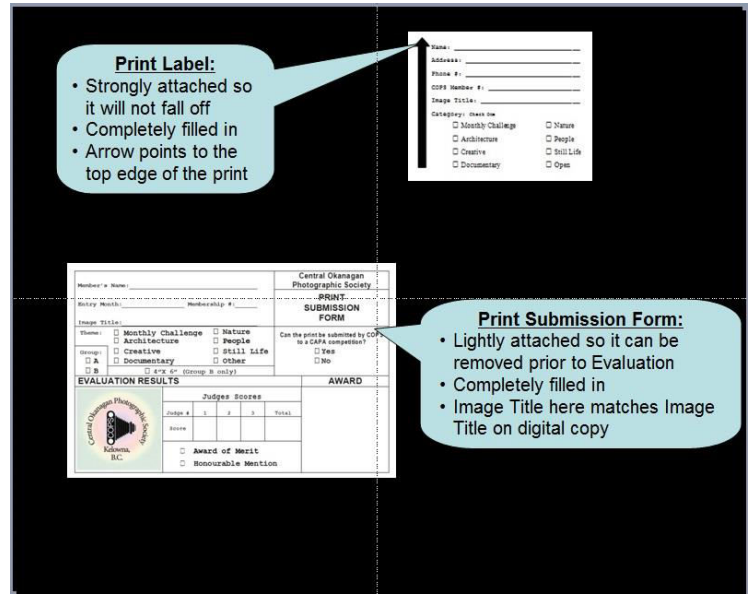
Once your image is printed and matted, the following describes how to prepare it for submission.

“LANDSCAPE” ORIENTED IMAGES

Front of Matted Image

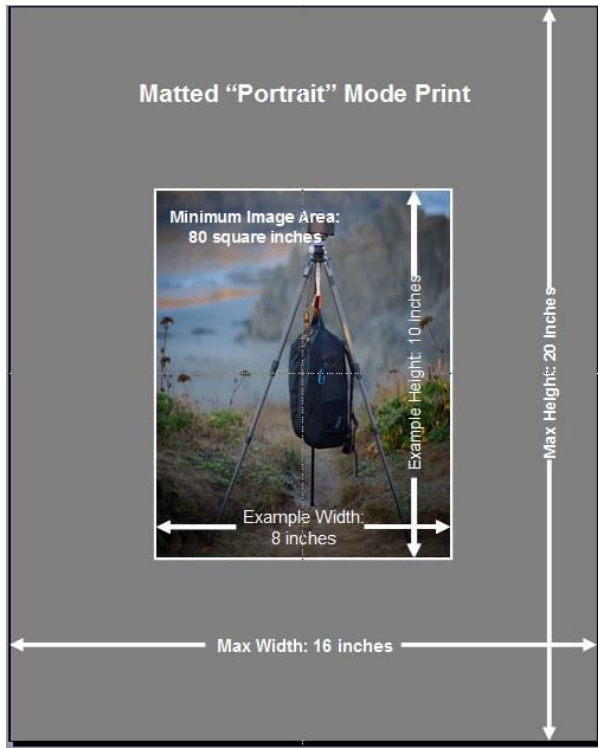


Rear of Matted Image

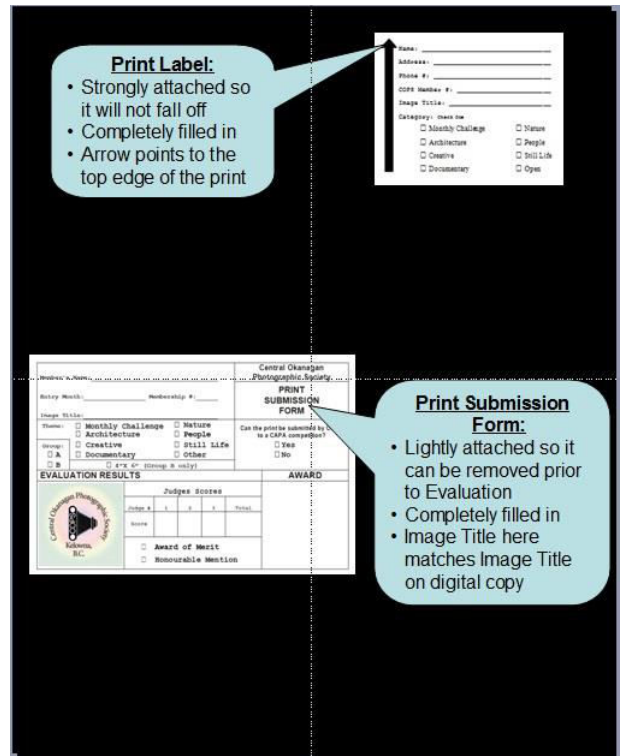


“PORTRAIT” ORIENTED IMAGES

Front of Matted Image



Rear of Matted Image



PRINT SUBMISSION DOCUMENTS

Click on the following documents to download a copy you can print.

[COPS Print Label.pdf](#)

[COPS Print Submission Form.pdf](#)

IMAGE TITLE

When you fill out your [COPS Print Label](#) and your [COPS Print Submission Form](#), and create your digital copy for submission, you must ensure that the image title is consistently named in all three places.

If it is not, there is the possibility that your printed image may not be matched with your digital version, and it may not be properly judged.

SUBMISSION DEADLINE

Once you have completed all the paperwork, there are two further steps to take.

The first is to deliver your finished print to the Print Coordinator by the deadline.

The second is to submit a digital copy of your submission, per the instructions found in the [COPS Digital Submission Cheat Sheet](#), by the deadline.

The deadline dates and Evaluation Night dates are provided in the [COPS Image Submission General Information](#) document.

More detailed information can be found in the [COPS Image Evaluations Guide](#).

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