

Preparing Your Photo for the County & State Fair:



It's important to know that there are 105 counties in Kansas and every county fair runs differently than the next. This means each county in Kansas will have different, but similar, rules. 4-H Division Rules will also differ from Open Class Division rules.



Make sure to obtain a copy of your counties' fair book and read it thoroughly for best results!



Once you have a copy of your local county fair book, review the 4-H Photography Division, Open Class Photography Division, and any special photography contests that may be available for youth. Decide which divisions you will be participating in, 4-H only or 4-H and Open Class, etc.



It's important to read the division rules. They should tell you everything you need to know before you mount your photos (Size of photos allowed, measurements, adhesive to use, etc.) and the information needed to submit them correctly.



Review what class categories are available within each division and let the photo selection process begin! Photos taken within the 4-H year will qualify. Look back on all the photos you've taken and see which photos fall into selected class categories. Decide if there are other photos you would like to try and capture before fair time.

Supplies and Materials Needed to Mount Your Photo:

- Matte Board
- Ruler
- Pencil
- Mounting Guide with clips
- Spray Adhesive
- I.D. Strip
- Tape (for I.D. Strip)
- Clear plastic photo sleeves



For Families: pre-cut matte board and clear plastic photo sleeves can be obtained from your local extension office for a nominal charge. Most extension offices will sell the matte board, clear plastic sleeve and supply the I.D. Strip together. Before you purchase your matte board, you will want to have an idea of how many matte boards and clear sleeves you need.



For extension offices: Large quantities of matte board and clear plastic sleeves can be ordered through the University Bookstore. <https://bookstore.ksre.ksu.edu/>



Mounting Guide template is located on the Kansas 4-H website: <https://www.kansas4-h.org/projects/communication-and-expressive-arts/photography.html>



Spray adhesive can be purchased at most big box stores including Walmart, Staples, Home Depot and online. One can will last several years depending on how many photos you mount!



Preparing Your Photo for the County & State Fair:

✓ Once you have your photos selected and have gathered all your mounting supplies, it's time to get busy!

✓ To mount your first photo, either vertically or horizontally, you will want to use your ruler and a pencil to measure where your photo will be placed. This is easier and quicker to do if you are using a mounting guide.



- **The matte board is 11" wide by 12 ½" in length.**
- **The matte board is always orientated with the 11" side at the top.**
- **Mount each photo 1" down from the top (horizontally and vertically) and equal distance from each side.**

✓ Correct mounting adhesive must be used, only use adhesives designed for permanent photography mounting. Spray adhesive is highly recommended and easy to find.



Do not use:

- **Rubber cement**
- **White glue**
- **Double stick tape**
- **Tape dots**
- **Glue sticks**
- **other household adhesives**

✓ Once you have measured where your picture will be positioned on the matte board, it's time to mount your photo.

✓ Lay several layers of newspaper on the table, then lay your photo upside down in the center of the newspapers.



At this time, you should always wash your hands.



When working with white matte board, it's always good to wash your hands when you begin to mount photos. Your hands contain natural oils and residue that you do not want transferred onto the matte board, plus, newspapers can transfer ink onto your hands. Wash your hands repeatedly during the mounting process!

✓ Hold the spray adhesive approximately 12" above your photo (it's easy to get too close, so be careful to keep a good distance!) Begin spraying from the top left corner, at a diagonal, to the bottom right corner. A gentle spray will do, take caution that you do not use too much spray adhesive or that you do not get too close to the photo with the spray adhesive.

✓ Once adhesive has been applied to the photo, gently pick the photo up with both hands. Be careful not to touch the front of the photo or get adhesive on the front of the photo. Turn it over and using your measured marks or mounting guide, apply photo to the matte board.

✓ Once the photo is placed, lay a clean, white sheet of copy paper over the photo and place a heavy book on the top or run your hands over the paper to make sure photo is adhered.

✓ Now it's time to add the I.D. Strip. Fill out the I.D. Strip and make sure to check the appropriate boxes for:

- Type of camera used
- Film or Digital

Tape the I.D. Strip to the bottom 1" of the matte board on each end. Use clear tape or masking tape on each end and wrap tape around the edge and secure to back of matte board. (see diagram)

✓ Slide mounted photo into clear plastic sleeve. Do not seal the bag until judging has taken place.



11" wide

Always mount photo 1" down (horizontally or vertically)
from top of matte board and equal distance from each edge.

1"

8" x 10" Photo Area

(Photo area shows vertical mount)

Back of matte board

For Kansas State Fair: Rules state that no personal or photo information should be written on the back of matte board. KSF participants may write their exhibitor number in the bottom left corner of the matte board **under the I.D. Strip, on front of matte board** for permanent identification should the I.D. Strip come off at anytime.

For County Fairs: If county fairs require information to be listed on the back of the matte board, instead of writing directly on the matte board, it's recommended that any information be printed on copy paper and taped to the back. This way, should the photo be selected for KSF display, photo will not need re-mounted.

Tape edges of of I.D. Strip with clear or masking tape; wrap tape around edge and adhere to back of matte board.

TAPE

1"

I.D. Strip

(I.D. Strip is always mounted on bottom 1" of matte board)

TAPE

12 1/2" wide