Bethany Lutheran College Student Art Show

Matting and Framing Guidelines

Follow these instructions to make framing easier. Failure to follow these instructions completely may result in the rejection of your work from the show.

Remember: PRESENTATION IS EVERYTHING!!!

1. Measure the dimensions of the image to be framed. Do this TWICE (always be absolutely sure of your measurements!).

2. Add several inches on each side of your image for matting THEN round up to the nearest sized common frame dimension (i.e., 8x10, 11x14, 16x20, 18x24, 24x36, etc.).

3. Tips for measuring the MATT BOARD:
   - The outer dimensions should match the dimensions of your frame
   - Mark all dimensions and cutting lines on the BACK of the matt board.
   - The window should be SLIGHTLY SMALLER than the image, so that the image is overlapped slightly by the matt (no extra white space at the image margins).
   - Ideally, the top and sides of the matt board should be the same width (WITH A MINIMUM WIDTH OF 2.5 INCHES), with a bit more on the bottom of the matt (see diagram 1).

4. After cutting the matt board, remove the backing board from your frame package and connect them using masking tape, forming a HINGE as in diagram 2.

NOTE: To extend the lifespan/archival quality of the framed piece, use only archival tape.

5. Carefully place the artwork in between matt and backing board and use two pieces of tape to hold the image in place (also diagram 2).

6. Slide/place the matt-image-backing board package into the frame behind the glass and secure.

7. Wooden frames are BEST. Screw two “eye hooks” into the BACK of the frame, approximately 25% down from the top (diagram 3 - back side). Tap in and then remove a small nail in each side to create a starter hole to make screwing in the eye hooks easier.

8. String your wire from one eye hook to the other. Remove any slack and twist the wire around itself on either end to secure it (diagram 4).
Art Show / Framing
Dos and Don’ts

DO...
...choose a wooden frame with glass.
...make sure your frame is ready to hang with eye hooks and wire.
...cut your matt board as carefully as possible or else have it done by a professional.
...keep everything as clean as possible.

DON’T...
...smudge, crease, scrape, or otherwise mess up your artwork, frame, or matt board.
...procrastinate.
...make easily avoidable mistakes through carelessness.
...injure yourself.

Stretch the wire tightly (but not so much that it warps the frame) and wrap the ends around itself as shown.

3

25% from the top of the frame

remove slack from wire