

Open call application checklist

Call: _____

Organiser: _____

Link to the call: _____

This call's limits

Write these down before anything else.

Deadline (date, time and time zone)

Entry fee

Eligibility (age, nationality, residence, career stage)

Language required

Number of works or images allowed

Image format and size

Total upload size

Page limits (portfolio, CV, statement, proposal)

Upload method (form, email, platform)

Who to ask if something is unclear

1. Read the call (ten days before)

- ☐ I have read the full call text, including the terms and any FAQ.
- ☐ I meet every eligibility rule, or I have asked the organiser about the one I am unsure of.
- ☐ I know exactly what acceptance gives: a show, a fee, a studio, a stipend, travel, a curator's visit.
- ☐ I have costed the whole thing: entry fee, framing, crate, transport both ways, insurance, travel.

- ☐ I know whether the organiser keeps the work (an acquisition prize) or takes a commission on sales, and what it is.
- ☐ I know what rights in my images the organiser asks for, and for how long.
- ☐ I have looked at what was selected in previous years, and my work fits the brief.
- ☐ The dates do not clash with a work already promised elsewhere.

2. Choose the work

- ☐ I have chosen no more works than the call allows, and often fewer.
- ☐ The works are recent enough for the call (some accept only the last two, three or five years).
- ☐ Every work meets the call's rules on medium, size and whether it has been shown before.
- ☐ The sequence opens with the work that best represents what I am doing now.
- ☐ A series is kept together.
- ☐ Every chosen work is available on the exhibition dates.

3. Work list and captions

- ☐ Each work has title, year, medium and dimensions.
- ☐ Dimensions are height × width × depth, in centimetres, the same unit throughout.
- ☐ Editions are written as 3/25, and artist's proofs as AP 1/2.
- ☐ Every caption in the portfolio matches the work list exactly.
- ☐ No prices or valuations appear, unless the call asks for them.

4. Images

- ☐ Each work is photographed straight on, all four edges visible, colours checked against the work.
- ☐ Images are exported in the format and size the call states.
- ☐ File names match the captions and the call's own naming rule, if it has one.
- ☐ Images are in the order the jury will see them, numbered with leading zeros (01, 02, 03).
- ☐ Installation or detail views are included only if the call allows them and they add something.

5. Texts

- ☐ CV: exhibitions, education, residencies, awards, within the page limit, in the language required.
- ☐ Artist statement: about the work as it is now, within the word or page limit.
- ☐ Project proposal (residencies and grants): what I will do, why here, why now, and what will exist at the end.
- ☐ Budget, if asked: every cost named, totals checked, in the currency the call uses.
- ☐ Every text has been read aloud once, and read by one other person if possible.

6. Admin

- ☐ Copy of passport or ID, if asked (front and back).
- ☐ Proof of residence, if asked.
- ☐ Letters of reference, requested at least a week ahead.
- ☐ Contact details are current on every document.

7. Before you press submit (the day before)

- ☐ The total upload size is under the limit.
- ☐ The PDF opens on a phone, and the details I care about are still visible.
- ☐ Every required field in the form is filled in.
- ☐ Fee paid, if there is one, and the receipt saved.
- ☐ Submitted at least a day before the deadline, not in the final hour.
- ☐ I have the confirmation email or a screenshot of the confirmation page.

8. After you submit

Date submitted

Works sent (titles)

Image files sent

Version of statement or proposal

Fee paid

Results expected

Outcome

This checklist is a practical guide, not legal advice. The call's own terms always come first.

From samlio.com/resources/open-call-application-checklist

Sources

Académie de France à Rome, Villa Medici: open call for fellows, annual selection,
https://www.villamedici.it/en/programme_residence/open-call-fellows-annual-selection/ (checked 2026-10-14)

Samlio Collected: How to put together a portfolio for an open call or grant,
<https://samlio.com/collected/open-call-portfolio-what-to-include> (checked 2026-10-14)

Samlio Collected: How to tell a real open call from a vanity award,
<https://samlio.com/collected/how-to-tell-a-real-open-call-from-a-vanity-award> (checked 2026-10-14)