**01**

* **File Name** - include artist’s name in file name. For example, *FirstnameLastname\_01.jpg*
* **Artist Name(s)** - if group: list *names* and *roles/responsibilities* of each individual collaborator responsible for the project, and *group name* if any.
* ***Artwork title***
* **Date created**
* **Medium**
* **Artwork Description**, 50 words or under
* *(if relevant)* **Dimensions** (objects, installations), **Duration** (performance, audio, video, media), **or Word Count** (poetry, literature, writing, etc.)
* *(if relevant)* **Website URL as Hyperlink** to online work samples or websites. Directly link to specific pages so reviewers don’t have to click through menus within a website, with the exception of web-based work (for example: new genres, net art, website designs). Include password, if any.
* *(if relevant)* **Time Code** for starting point of audio/video/media samples, if somewhere in the middle of the sample
* *(if relevant)* **Documentation Credit** for photographer or videographer, *if different from artist*
* *(if relevant)* **Content Notice**. ARTS at King Street Station welcomes a range of content, including challenging and mature. The selection panel includes adults alongside youth under 18. If you feel your work sample should have a content notice, please indicate.

**02**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice

**03**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice

**04**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice

**05**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice

**06**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice

**07**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice

**08**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice

**09**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice

**10**

* File Name
* Artist Name(s)
* *Artwork Title*
* Date
* Medium
* Description
* *(if relevant)* Dimensions, Duration, or Word Count
* *(if relevant)* URL
* *(if relevant)* Time Code
* *(if relevant)* Documentation Credit
* *(if relevant)* Content Notice