Portfolio Checklist

Use this form to check off required elements for your portfolio. Make a copy for each time you submit or use your portfolio.

X | PORTFOLIO CONTENTS
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- Cover Letter (specific to the reader and not a generic open letter)
- Artist Statement
- Résumé/CV
- Work Samples
- Work Samples Description Sheet (unless descriptions are listed directly on the samples)
- Written Project Proposal (when pertinent)
- Project Budget (when pertinent) Income and Expenses
- Attachments (Other pertinent information such as PR, announcements, articles, extra CV’s, or artist statements.
- Other:

  [Blank lines for additional notes]