Preparation checklist

Preparing Philatelic Exhibits

1. Idea and plan

- ☐ The subject is tied to my passion.
- ☐ The subject has enough material.
- ☐ It tells a story with a start and an end.
- ☐ There is a way nobody has shown it.
- ☐ The title, purpose, scope and plan are written.
- ☐ Postal history: an introductory sheet carries the plan.
- ☐ Thematic: the plan page opens the exhibit. Without it, 3 points are lost.

2. Research and material

- ☐ Key sources are listed.
- ☐ New research is stated on the sheets.
- ☐ Each rarity statement says exactly why the item is rare.
- ☐ The selection fits the space: one frame is 16 sheets of 23 x 29.7 cm.
- ☐ Condition is judged against what exists for the subject.

3. Writing and layout

- ☐ Every text adds to what the item says.
- ☐ Each sheet, row and frame is balanced.
- ☐ No crowding, no overlapping items, no photo bigger than the items.
- ☐ Every item is measured before mounting.
- ☐ The first page is built last.

4. Judging and after

- ☐ I know the 100 points: treatment and importance, knowledge and research, condition and rarity, presentation.
- ☐ I know the medal levels, from Bronze at 60 to Large Gold at 95.
- ☐ Up to 84 points: five frames. From 85 points: eight frames.

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