

## CLACKAMAS COUNTY 4-H Matting Your Photos for Fair

- 1) Wash your hands and prepare a large, flat, clean area to work in.
- 2) You will need:
  - a. Mat board cut for the size of your photo
  - b. Masking tape
  - c. Rubber Cement
  - d. Backing mat board, **Do NOT use poster board**
  - e. Plastic photo hanger
  - f. Pen
  - g. Exhibit tag
  - h. Photo Explanation sheet
- 3) Tear two 2 inch strips of masking tape and place on opposite corners of your photo (this is for positioning).
- 4) Lay the photo on a flat surface, and hold your mat over, carefully choosing the placement (cropping can be done in this step if needed).
- 5) Once your position is chosen, carefully set the mat down onto the tape. Using the heel of your hand, press mat into tape on the corners.
- 6) Turn your mat/photo over and make sure tape is firmly stuck. Add more tape to the other corners, making sure it is secure.
- 7) Carefully apply a generous, but not sloppy, amount of rubber cement on the edges of the mat (NOT the photo)... being careful to avoid getting too close to the edges.
- 8) Do the same with the backing board.
- 9) Allow both to dry for a few moments.
- 10) Carefully line up the two halves and press together.
- 11) Place on a flat surface, and cover with a clean weight... a thick book slightly larger than the photo works great!
- 12) Allow to cure overnight.
- 13) Once dry, apply one plastic adhesive photo hanger, centered on top of the backing board. (Note: 2017 State Fair entries require two plastic photo hangers attached on top of backing, equal distance from the sides)
- 14) Tape your exhibit tag to the back of the bottom right corner so the information is visible as you look at your exhibit. Use a pen or pencil (white or metallic, or use a piece of tape if your backing is black) to write your name, county, and class number to the back, top right corner. **DO NOT tape anything to the front of your exhibit.**
- 15) Fill out the explanation card and tape it to the back of your backing board.
  - Class numbers usually end in a blank for you to use your level... Juniors=1, Intermediate=2, Seniors=3
  - If mounting photos only, follow steps 1-2, 7, 9-15
  - Remember... the maximum number of entries per age group: Juniors - 3, Intermediates - 4, Seniors - 5

**Photo mat sets (mat, backing board and hanger) can be purchased from HEARTH in sizes to fit 5x7 or 8x10 photos. \$5 each or 3 for \$10.**