Portfolio Checklist

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

X	PORTFOLIO CONTENTS
	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 inforamtion such as PR, announcements, articles, extra CV's, or artist statements.
	Other: