

## Submission Guidelines and Requirements

Artists interested in participating in the Shepherdstown Welcome Banner Contest are asked to follow all instructions outlined in the official contest announcement when preparing their submission.

Submitted designs must include the words “Welcome to Shepherdstown” and be adaptable to a 30” x 60” vertical banner format, including a ½” bleed on each side. Designs should be visually engaging and easily recognizable from a distance, and must not contain offensive, discriminatory, or political content.

Designs do not need to be print-ready at the time of submission. Selected artists will have one to two weeks to work with the Town’s team to finalize their design for production.

Please email your application to **comments@shepherdstown.us** with the subject line “Banner Contest” and be sure to include:

- Your signed application form.
- Your proposed design sketch, preferably in color, in JPG, PNG, or PDF format.
- A link to your artist website, if available, or a digital sample of your previous work.

Submissions must be received no later than **May 10, 2026, at 5pm**

### Shepherdstown Street Pole Banner Design Contest – Submission Form

Artist Name (exactly as to appear in print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Link to artist website, if applicable: \_\_\_\_\_

Initials: \_\_\_\_\_ I certify that I \_\_\_live \_\_\_work or \_\_\_go to school in Shepherdstown

**Concept Description** - Please briefly describe your proposed design/concept, its inspiration, and its connection to Shepherdstown. (1-2 paragraphs)

### **Terms & Conditions**

\_\_\_\_\_ **(Initials)** If selected, your winning design will become the property of the corporation of Shepherdstown for public display purposes. You will retain copyright for your design.

\_\_\_\_\_ **(Initials)** All submissions must be original artwork created by the applicant. Designs may not include AI-generated imagery or content created using generative AI platforms. Standard design software tools (e.g., Adobe Illustrator, Photoshop) may be used; however, the conceptual artwork and visual elements must be created by the artist. By submitting an entry, applicants certify that the design is their own original work.

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date