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**Creative West**

## CaFÉ™ Call Setup Checklist

When your new call is ready to edit, follow this checklist to make sure everything is set up properly (you can also check out our [help tutorials](#) for more detailed instructions). To begin, go to the **Event > Management** tab, select your call, and click on the **Call Editor** button.

### Step 1: Set Up the Event Information Page

*Call Editor > Event Information*

- Organization Details:** Enter your organization details and contact information where artists may reach you.
- Call Listing Details:**
  - Call Name:** Enter the title of the call as it will appear on CaFÉ. Short titles display best on mobile devices.
  - Short Description:** Provide a short summary of the prospectus.
  - Long Description:** Provide a long description of the prospectus.
  - Application Requirements:** Outline the requirements for completing the application, including the materials an artist must submit (e.g. resume, references, media requirements, etc.)
  - Eligibility:** Enter the eligibility criteria the artists must meet to apply to the call.
  - Rules and Terms to Apply:** Outline your agency's terms and conditions to apply. Applicants must agree to these terms before they can access your application.
- Important Dates:**
  - Accept Applications:** Confirm the date you will begin accepting applications is correct.

- Application Deadline Date:** Confirm the date is correct.
- Additional Settings:** If applicable, adjust additional settings.
  - Invitational Private Listing:** Leave **Off** if your call is open to the public.
  - Confirm Invite and Purchase Due Date:** Leave **Off** unless invited applicants will owe you an additional, post-jury fee to participate.
- Jury Type:** Confirm the type for your jury process is correct.
  - Scoring by Art:** Jury based on individual works of art. Each image/audio/video that is submitted will be juried and scored individually.
  - Scoring by Application:** Jury based on an artist's body of work. A grouping of image/audio/video that is submitted will be juried and scored as a whole.
- Click **Preview Call** to ensure your description is completed correctly.

## Step 2: Build Your Application

*Call Editor > Application Editor*

- Work Sample Requirements:** Verify the numbers of images, audio samples, and video samples allowed are correct. Contact CaFÉ if you would like to change these requirements.
- Submission Categories:** Turn **On** *only* if you need to create categories to organize the artists' applications.
- Artist Statement Options:** Turn **On** if you require Artist Statements from the applicants. Click **Save Section** to save changes to the artist statement options.
- Custom Form Questions:** Click **Build New Question** to create questions and to collect resumes, bios, etc. from the artists. This feature is not to be used to collect images.
- Click **Preview Call** to ensure the application is set up correctly.

## Step 3: Set Up Your Entry Fee(s)

*Call Editor > Product Editor*

- Entry Fee:** Confirm the cost to apply is correct. If there is no entry fee, the product editor should say **\$0.00** in the cost field.
- Media Fee:** *Available to Scoring by Art calls only.*
  - Use this product if you charge for each additional work sample *above* the minimum work sample requirement. (e.g. \$10 for 1 minimum work sample, \$5 for each additional work sample up to the maximum.)
- Coupons:** If you offer a discount on the entry fee, click **Create Coupon** to set up the promo code.

## Step 4: Publish Your Call

- Request your call to be published:** [Submit a help ticket](#) to request that your call be published.
    - If your **Call Status** is set to **Pending**, we are still awaiting payment for the call.
    - Requests will be answered within 24 business hours, 8:30 a.m. to 5 p.m. Monday - Friday. Please give yourself enough time to edit your call details so it can be published by your intended date.
    - We will notify you when your call is published.** The **Call Status** will be updated to **Published** and artists will be able to apply starting on your **Accept Applications** date.
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## REMINDERS

- You are responsible for the accuracy and completeness of the information and data you provide on the Call Editor form as it will be displayed on the website.
- We ask that you thoroughly comb through and review your call's fields and requirements and make corrections as needed.
- Remember to verify and edit your Product Editor fees as needed to ensure proper payment and expected revenues will be received from applicants.

**Any questions? Email [cafehhelp@wearecreativewest.org](mailto:cafehhelp@wearecreativewest.org).**