1. organize - (ex: group samples by space/room used or by application such as walls, floors, windows, upholstery, etc.)
a. group materials used together in the space
b. balance color across the board
c. maintain a consistent border all the way around - thicker at the bottom to give the board a “base”
2. align - keep samples straight and in line with each other when possible to give everything a purpose; use similar sizes and shapes
3. correct proportions - sample size should correlate to the amount it is used in the space
4. cut straight - measure twice, cut once; use a straight edge; no fringe or rough edges
5. lay out sample on board before attaching - pay attention to the negative space created
6. attach samples straight - pre-test your adhesives to ensure they will hold
7. label - code samples using words or numbers with a key - always spell check!
8. use a neutral color board to mount to
9. use a rigid board - (ex: foam core or matte board)
10. put a business card with identifying info in the lower right hand corner - school, state, etc.
11. ALWAYS TAKE PRIDE IN YOUR WORK!

** for tips on cutting, attaching and folding fabrics, consult your teacher

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1. fringe, rough edges, uneven cuts, fuzz, scraps, etc. on the board
2. no organization - misaligned samples; crooked samples; samples grouped without any order
3. distracting negative space - avoid a busy board and one without enough content
4. too much overlap - avoid covering up too much of another sample
5. distracting negative space
6. samples too close to each other - avoid a near miss; either overlap samples or spread them out
7. “floater” samples
8. emphasize the wrong materials - (ex: the largest sample is only used in one small area)
9. uneven or no border around the board
10. no labels
11. random sizes and shapes - no two samples are the same
12. too many images - material samples should take precedence
13. use the wrong adhesives - samples should be very secure
14. no identification business card
15. PLAN AHEAD!! - never save a material board for the last minute

“Samples” are not actual materials but are meant only as graphic representation to demonstrate the tips below.

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