



DESIGN AWARDS SUBMISSION CRITERIA AND CHECKLIST

Design awards submittals are open to built or un-built architectural projects of all types and sizes, and can be submitted by individuals or firms either residing in or whose submitted project is located in the chapter's seven-county region. All designs must have been produced within the past ten years. (2007 to 2017)

The awards are juried by a panel which includes a non-competing, award-winning, out-of-area architect who has not served as design awards juror for at least the past 10 years. Multiple Honor and Merit Awards may be awarded in each category as entries are solely and individually weighted on their value of design excellence. However, only one project will be awarded the top award – the H. Dean Rowe, FAIA Award for Design Excellence. Winners will be announced at a Reception on Thursday, November 3rd at the Italian Club.

Entries for the design awards program are electronic, and the electronic materials submitted will be presented to the jury. In addition, all entrants are required to produce and submit a 24" x 36" project board which will be used for display at Celebrate Design and for public outreach. Boards may also be viewed by the jury as a supplement to the electronic materials.

You will upload your electronic images and forms to a folder labeled with your registration number created for you in DropBox. Instructions on how to upload to the DropBox will be sent to you with your entry ID. If you have any questions regarding your submission please contact AIA at 813-229-3411 or by email Jessica@aiatampabay.com.

Your non-refundable entry fees must be pre-paid and you must have an entry ID to submit.

Design Awards Entry Checklist -- *Your entry should include:*

- ✓ One Project Information / Photo Release Form Labeled with Your Entry ID, all requested info provided and form signed.
- ✓ One Word Doc containing your project description, 300 words or less, labeled with your Entry ID
- ✓ Project images, approx. 3" x 5" 300 dpi/ppi Jpeg - **(Must not exceed 8 mega-pixels and must be RGB)**. A minimum of 5, a maximum of 10 total (including signature image), may include photos, renderings, plans, etc. that explain your project. Label each image with your Entry ID and identify the order they are to be viewed. (ie. H801_Sig, H801_A, etc). Up to 1/3 of the images may be a compilation rather than a single image. Do not put firm name or Entry number on any of images or renderings.
- ✓ One 3" x 5" 300 dpi/ppi jpeg image identified as your 'signature image' labeled (ie. H801_Sig)
- ✓ One 24" x 36" full color entry board delivered to AIA Tampa Bay. See the Board Requirements, page 4, for details.



DESIGN AWARDS PROJECT INFORMATION/PHOTO RELEASE FORM

The information provided on this form will be utilized for the jury, in creation of award certificates, press releases, marketing materials, etc. Please make sure that all names are spelled correctly, that you use the proper Project Name, etc. Each award winner will be provided with three certificates (architect, contractor, owner). Any additional certificates will be at the expense of the winner.

Please also sign the photo release form which gives AIATB permission to utilize images of your project on our website, in calendars, etc. Proper credit will be given to the architect and photographer.

AIA Entry Number: _____

Project Name _____

Project Location: _____

Owner/Client: _____

Architect(s) of Record and Firm _____

Contractor/Constructor(s) PM and Firm _____

Other Consultants (engineers, specialty consultants, etc.) _____

Year of Construction Completion: _____

Square Feet: _____



DESIGN AWARDS PROJECT INFORMATION/PHOTO RELEASE FORM

AIA Entry Number: _____

In a separate Word document, describe in maximum of **300 words** the basic program requirements, special site problems and how the design process and solution satisfies these as well as any technical, environmental or social advancements regarding your project.

Your project description will be copied directly from your document and pasted in to your Behance page. Please be sure to provide this description in a Word document (not a PDF) labeled with your entry ID and saved in your DropBox folder.

Architect Release:

I _____ grant permission to AIA Tampa Bay to utilize images of (Project Name) _____ for press releases regarding the design awards, on the AIA Tampa Bay website, on Behance.com, and in any and all marketing materials.

Signature of Architect Date _____

Photographer/Artist Release:

I _____ grant permission to AIA Tampa Bay to utilize images of (Project Name) _____ for press releases regarding the design awards, on the AIA Tampa Bay website, on Behance.com and in any and all marketing materials.

Signature of Photographer or Rendering Artist Date _____

A web page will be created for each project on www.behance.com by AIA Tampa Bay in a standardized format for all projects. If you do not want this page made available to the general public please contact AIA Tampa Bay staff.



Required Board Format

Entries for the awards program are electronic, and the electronic materials submitted will be presented to the jury. In addition, all entrants are **required** to produce and submit a project board which will be used for display at Celebrate Design and for public outreach. Boards may also be viewed by the jury as a supplement to the electronic materials.

Board Requirements

- Projects shall be submitted on a 24" x 36" x 3/16" thick black board (color through full thickness) oriented vertically. (please note, boards were 30" x 40" prior to 2014)
- Foam core board, duraplex board or gator board are acceptable types.
- Boards may contain any number of color and/or black and white photographs, drawings, graphics and text in any size, however, no portion of the primary board shall be raised or protrude more than 1/8" from its surface. Boards should be designed with their public use in mind and include the name of the individual or firm in the bottom right corner as described below.
- Because the boards are for public viewing, we recommend including:
 - A predominant signature photo or color rendering of project along with several interior and exterior images
 - Graphic representation or brief written explanation of design inspiration,
 - Graphic representation or brief written explanation on how the design impacts sustainability, the community, the project users and owners, etc.
 - Please include your entry ID on the back of the board

Firm Logo & Design Award Logo Requirements

- In a 2.5"x2.5" space at the bottom, right-hand corner of the board, located by a 1" margin from the bottom/right edges, please include your firm logo, or name of firm or individual.
- Submissions **must** contain the AIA Tampa Bay Design Awards logo which will be included in the confirmation e-mail to the person named on your registration form. This logo must be included on your board on the left-hand corner of the board, 1" from the bottom/left edges. It can also be downloaded from the honor and design awards page on the chapter website (near the bottom).

Information requirements

- Include project name, location, use (or type), and any other pertinent information on the board. This information should be a part of the primary board's graphics. Additional, descriptive text about the project may be located anywhere on the board at the discretion of the entrant. The firm or individual name should only appear on the bottom right hand corner of the board as described above, so that it may be concealed from the jury, if necessary.