



2024 DESIGN AWARDS SUBMISSION CRITERIA AND CHECKLIST

Eligibility

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 in the past five years. (2019-24)

The 2024 People's Choice Award will be limited to non-residential New Work (built commercial and institutional projects) as an optional entry and require a nominal \$35 entry fee. Projects will be posted on the CADTampaBay.com website for voting and the program will be promoted to the public.

Jury and Awards

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 built 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 7th at The Coliseum in St. Petersburg.

Entry Materials

Entries for the design awards program are via PowerPoint template, provided upon registration. The template outlines entry requirements including a 400-word project description on slide 1. You will also complete forms online including the project summary form, photo release form and upload a signature image. A link to the upload/form site will be provided. 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.

People's Choice Award entrants will be required to provide an additional 3 project images in Jpeg format uploaded with your entry on the AIA Tampa Bay Cognito site. The images should effectively showcase different perspectives and details of your project. Please name each image appropriately (e.g., Entry ID_image1.jpg). The 400-word project description included in your PowerPoint may also be used for People's Choice Awards.

Submitting Materials

You will upload your Powerpoint and image(s) online via Cognito, labeled with your Entry ID number. Instructions on how to upload will be sent to you with your entry ID. If you have any questions regarding your submission, please contact us at 813-229-3411 or by email info@aiatampabay.com



PowerPoint Entry

- PowerPoint Presentation file name, save as: Project Entry Number.ppt
- Minimum of 10 and a maximum of 20 PowerPoint slides per Presentation
- Slides may contain more than one image
- PowerPoint files should not exceed 75 mb
- No identifying information may be present in the PowerPoint presentations regarding the entrant's firm.
- All descriptions shall be typed in Arial font at a minimum of 10 pt size type on the left side of each slide.
- The layout or background of the presentation, as given in the template, should not be changed.
- If you choose to use additional space for images, the use of less space for text is permissible.
- The first image in the presentation shall include a title, along with the project's sq footage and location.
- Floor plans and a site plan or aerial photo are required.
- Include graphic scales and directional north arrows to ensure complete understanding of each project.
- A description of the project should include evidence of its positive impact on individuals and communities as well as its performance in accomplishing client/user goals.
- Presentation should not include sound, animation, panorama moves, hyperlinks or links to other files
- One video may be embedded into the PowerPoint presentation and should automatically start playing. If video uses audio this should be noted on the slide to inform the juror reviewing the submission. Inclusion of video is not required.
- Special Criteria for Restoration and Renovation and Historic Preservation. The presentation should include images demonstrating pre-existing conditions via photos and/or plans. Interior renovations should also include images of the building exterior and floor plans.

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:*

- ✓ A PowerPoint presentation, no larger than 75 mb or 20 slides in length.
- ✓ Completed online Project Information / Photo Release Form labeled with your entry ID, all requested info provided.
- ✓ One minimum 3" x 5" 300 dpi/ppi jpeg image identified as your 'signature image' labeled with your entry id. People's Choice entrants should provide 3 project images effectively showcasing different perspectives and details of your project.
- ✓ One 24" x 36" full color entry board, delivered to the Center for Architecture & Design, 1208 North Howard Avenue Tampa FL 33607. See the Board Requirements for details.
- ✓ For **Sustainability Award Entries**, ensure that your Powerpoint Entry includes answer to the questions on this form - [Sustainability Entry Questions](#) .



REQUIRED ENTRY BOARD

Entries for the awards program are via PowerPoint, which 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 used for the People's Choice Award.

Board Requirements

- The delivery location for 2024 Design Award Boards is the Center for Architecture and Design, 1208 North Howard Avenue Tampa FL 33607
- Projects shall be submitted on a 24" x 36" x 3/16" thick black board (color through full thickness) oriented vertically.
- Foam core 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. This logo must be included on your board on the left-hand corner of the board, 1" from the bottom/left edges. It can be downloaded from the honor and design awards page on the chapter website.

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.