



2011 ELIGIBLE SUBMISSIONS

All AIA Cleveland members registered and licensed in the State of Ohio and in good standing, Associate AIA members in good standing and College of Architecture or Interior Design in the State of Ohio students are eligible to submit entries regardless of project size, budget, geographical location or building type. Entry categories include but are not limited to newly built work, unbuilt work, urban design, renovation/restoration projects, small projects, and student work completed within the last (3) years and prior to October 21, 2011.

Projects that have won awards in other programs are eligible for submission. *Previous AIA Cleveland Design Award winners may not be resubmitted*: all others may be resubmitted if the project was completed within the last (3) years and prior to October 21, 2011. Firms are encouraged to re-enter projects previously submitted if they did not win an award if they meet the above criteria.

The submitting firms shall have a principal be a member of good standing in AIA Cleveland and shall have been involved in the design of the submitted project. When the Architect of Record or the submitting architect is not the sole author, all other participants substantially contributing to the design of the project must be given credit. *Project authorship will remain concealed throughout the jury process*. If authorship is revealed on any photos, plans, slides or narrative, the entry will be disqualified.

SUBMISSION REQUIREMENTS:

1. **Digital Submission:** In lieu of binders this year, all submissions to the 2011 AIA/ASID Design Awards will be digital. Each submission is required to submit their entry on a CD, DVD or USB Drive. Each submission CD, DVD or USB Drive should include the following folders: **A-Images, B-PowerPoint, and C-Projection Description**.

A-Images Folder: The images folder should include no more than 12 images saved as JPG images at 96dpi and no larger than 7”h x 10”w. Each image can be formatted to include more than one image, but the composition of images must be saved as a single 7”h x 10”w image. Each image **MUST** be numbered and named in the order the entrant would like them displayed and with the Entry Form number provided by AIA Cleveland. For example, if your Entry Number is #AIA-755, your images would be named as follows: 1-AIA-755.jpg, 2-AIA-755.jpg, 3-AIA-755.jpg, etc...

B- PowerPoint Folder: The PowerPoint folder should have a 7”h x 10”w PowerPoint file with each of the 12 JPG’s placed on an individual slide. The order of the slides should match the order of the numbered JPG’s provided in the Images Folder. **No slide transitions or animations are permitted**. The PowerPoint file name must include the Entry Form number provided by AIA Cleveland, for example if your Entry Number is #AIA-755, your file would be named: AIA-755-PowerPoint.ppt.

C- Project Description Folder: The projection description folder should include a one 8.5”x11” page maximum word document or text file with a project description. The word document file name must include the Entry Form number provided by AIA Cleveland, for example if your Entry Number is #AIA-755, your file would be named: AIA-755-Projection Description.doc.

All files shall be compatible with a PC format (not MAC). The CD, DVD, or USB Drive should be labeled with the unique Entry Number provided to the entrant when the Entry Form/Payment is received. Any additional images or PowerPoint pages provided beyond the maximum 12 will be **removed from the submission/presentation and will not be considered**. The concealed Project Credit form shall be submitted with the CD, DVD or USB Drive and will be removed by a member of the 2011 Design Awards Committee prior to jury deliberations. The project credit form is available on both the AIA Cleveland and ASID Ohio North websites. **CD’s, DVD’s, and USB Drives will NOT be returned at the conclusion of the design awards.**

2. **Criteria for Small Projects:** Small projects shall be under 2,000 square feet and must have been built for a client.
3. **Descriptions:** Each submission must include a concise description of the project; a statement of the problem; a description of the site and environs; and the design intentions and distinguishing factors of the work. Include the Word format file in the manner described under Section 1: Digital Submission.
4. **Award categories:** Awards in all categories may be given as Honor Awards, Merit Awards, or Honorable Mentions at the discretion of the jury. Categories could be assigned for each project at the discretion of the jury at the time of judging. AIA Cleveland, on advisement from the jury or upon failure of a submission to meet the minimum requirements, reserves the right to disqualify entrants. Also awarded could be the Chairman's Award (best project for current year) as well as the Golden Detail Award (best project detailing/detail for the current year). AIA Cleveland, on advisement from the Jury, reserves the right to remove or add categories during the review of the submissions.
5. **Photography:** Exterior photographs of the project sufficient to completely describe the work accomplished are required. For current projects, a minimum of two required photographs shall depict the major exposed sides of the building along with the immediate environs. For Renovation / Restoration work, a minimum of one 'before' picture must be submitted.
6. **Drawings and digital images:** Sufficient drawings including site plans, floor plans, sections, etc. to explain the solution are required as part of the submission.
7. **Anonymity:** The Juried Review of the submissions is an anonymous process. Other than the unique Entry Number assigned to each project at registration, submissions are to bear no marks of logo, insignia, or writing that identify their authorship.
8. **Jury Review:** The Project Descriptions and all twelve image pages will be printed by AIA Cleveland / ASID Ohio North and provided to the jury to supplement the Entrant's PowerPoint.



2011 CREDIT FORM

ENTRY NO. _____

Following information should be stated exactly as you would like it to appear on Design Award

Project Category:

Project Name:

Project Location:

Completion Date:

Client's Name:

Designer / Design Architect (firm name if other than Architect of Record):

Architect of Record (firm name and name of sponsoring AIA member who must be a principal of that firm):

Telephone: () _____ Fax: () _____

Design Team Members:

Photographer(s) *Include telephone and fax numbers*

INSTRUCTIONS:

- ✓ Enclose in separate envelope
- ✓ Label "PROJECT CREDIT FORM"
- ✓ WRITE ENTRY NUMBER ON ENVELOPE



ENTRY NO. _____

Consultants

Major Sub-Contractors

Major Suppliers
