



AIA Cleveland

A Chapter of the American Institute of Architects

www.aiacleveland.com | 1001 Huron Road #101 Cleveland, OH 44115 | 216.575.1AIA

CALL FOR ENTRIES

AIA Cleveland's Architecture Week

"Connecting Cleveland through a Celebration of Architecture"

An exhibition of regional architects and activities of the built environment and their role in the future of the region.

03 February 2010

Dear AIA Cleveland Chapter Member,

We are pleased to announce the 2010 AIA Cleveland Architecture Week event, an exhibition of regional architects along with a series of programs related to the future of the built environment in and around the Northeast Ohio region.

The exhibition will be held at Convivium 33 Gallery on East 33rd Street, Cleveland, Ohio in the St. Clair Superior neighborhood, opening on Friday, April 16th, and running through Sunday, April 25th. There will be an opening reception on the 16th, and there will be a closing party and panel discussion on Saturday, April 24th. Several related programs are also anticipated to be scheduled during the month of April, and detail for several of these are in the works, with specific information forthcoming. An initial press release for Architecture Week is attached.

Our Committee is excited about the possibilities for Architecture Week, and would like you to consider supporting our efforts with your participation. The Exhibition is targeted at AIA Cleveland members with categories for both Assigned Members and Associates. Submittal data is on the following page.

Firms are encouraged to support or endorse their personnel's submittals, and are allowed to sponsor submittals, but submittals are to be from individuals. If you are a firm principal, in addition to our request for your consideration in endorsement of your personnel's participation, we also ask that you consider a contribution to the Chapter to support our effort in assembling programming for Architecture Week. A sponsorship letter and related levels of support is available and can be forwarded for your review.

AIA Cleveland wishes to express our thanks in advance for your consideration of participating and or sponsoring this inaugural event for our Chapter, which we intend to continue and build upon in the coming years. This series of events can represent a valuable way for our industry to network and call attention to the important work we are involved with in our community.

If you should have any questions, please do not hesitate to call or email any of our Co-Chairs or the AIA Cleveland office. We look forward to your response and the opportunity to thank you in person at any one of what are a number of exciting events we are planning for Architecture Week.

Sincerely,

Bruce Jackson, AIA, Cleveland Chapter President 2010
216.791.5600 or brj@squareonearchitects.com

Robert Maschke, AIA, Cleveland Chapter Vice President/President Elect
216.281.6421 or rm@robertmaschke.com

Kurt C. Weaver, AIA, Cleveland Chapter, First Vice President
216.749.6223 or akwinc@sbcglobal.net

**2010 ARCHITECTURE WEEK EXHIBITION
SPECIFICATIONS FOR EXHIBIT BOARDS**

INFORMATION TO AIA CLEVELAND ARCHITECTS

Regarding: Preparation, submission and display of photography panels.

AGREEMENT

It is understood that all submittals are made contingent on:

1. Submission of one display board of the Architects' personal/direct/responsible work, 40"x40", image to be direct printed onto 3/16" board.
2. Agreement that the original panel will be retained for display by AIA Cleveland until released by the President.
3. The submitting Architects must be an Assigned Member of the American Institute of Architects (AIA), Cleveland Chapter, in good standing and a registered Architect.
4. Associate Members are permitted to submit with endorsement of a Chapter Assigned Member or Member Firm.

DISPLAY BOARD

Each display shall be one 3/16" thick, white (gator)board, 40"x40" in size, printed one side only.

Each exhibitor will be required to design a layout (according to these instructions) of selected works to be displayed on the board. The layout must contain the AIA Cleveland Architecture Week logo (jpg attached or provided) in the board title layout lower lefthand corner per the attached layout PDF provided and as specified herein. The complete layout shall be uploaded as one 300 DPI .PDF image format to EBlueprint.com with copy on CD to AIA Cleveland. CD's shall be clearly marked with the exhibitor's name and 2010 Architecture Week Exhibition Submittal. See Electronic Submittals for additional information.

COMPOSITION OF BOARD

Material illustrating architectural content completed by the individual exhibitor shall be submitted as one (1) image, 40"x40" in size, according to specifications herein. Each exhibitor shall determine the composition of the display, subject to conformance with these requirements:

1. The number, size of photographs, and description of work(s) displayed on the board is left to the discretion of the exhibitor.
2. If the exhibitor chooses to include plans and section on the board, they shall be accompanied by a graphic scale rather than a notation of the scale at which they are drawn. Site plans may also be included.
3. The display may include brief typewritten statements on the display, relating to:
 - a. The problem and its solution
 - b. Special site problems
 - c. Special design requirements
 - d. Special owner's requirements

The use of all capital letters in typewritten material is suggested.

PHOTOGRAPHS

All material shall be directly printed to the board without intermediate "build-up". Photographs may be color or black and white. Material shall be formatted to extend to within 1/4" of the edges of the board, the minimum 1/4" shall be left uncovered at the perimeter of the board.

LABEL AND PROJECT IDENTIFICATION

Board title identification shall be as illustrated in the attached layout PDF, defined as a 2" high dimension across the bottom of the board, with the provided AIA Cleveland Architecture Week

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**2010 ARCHITECTURE WEEK EXHIBITION
SPECIFICATIONS FOR EXHIBIT BOARDS continued**

LABEL AND PROJECT IDENTIFICATION continued

logo to the left, and the submitters identification thereafter left to right containing the information shown on the attached title layout (Name of Architect (70 pt), Address & Contact Information, Firm Name, Address, and Contact Information (40 pt).

Lettering shall be "Helvetica Medium". Lettering shall be placed and sized as indicated on the attached board layout. All capitals shall be used.

Title data should either be black text on white background OR white text on black background.

PRINTING INSTRUCTION DEADLINE DATE

Panels shall be uploaded to eBlueprint.com in a high resolution print ready PDF not later than Friday, April 9, 2010, by 4:30 pm. See Electronic Submittals for additional requirements.

ELECTRONIC SUBMITTALS

All entries must also be electronically submitted to AIA Cleveland via a properly prepared CD-ROM disk formatted to PC compatibility. The exhibitor shall please label the CD with their name and 2010 AIA Cleveland Architecture Week. One (1) CD disk per submittal shall be provided. The CD should contain digital images in both JPG and PDF format, full size images at 40"x40" at 300 dpi resolution, and a reduced size proportional to the overall board image centered on 7" high by 10" wide, 72 dpi resolution, for use in PowerPoint presentation format.

ENTRY FEE

The entry fee for the submittal of one board and inclusion in the Architecture Week Exhibition shall be \$200.00, checks payable to AIA Cleveland. The entry fee includes an exhibition entry fee to AIA Cleveland of \$50 and the printing fee of \$150.00. Late entries will be accepted with an increased fee of \$250.00.

The exhibition will be free and open to the public, as will the opening reception and panel discussion event. Other Architecture Week activities may also be included with specific information forthcoming as the subject events and planning thereof are completed.

It is the anticipation of the Architecture Week Committee that the Exhibition will travel after the initial week of display to venues in and around our community. The final tour schedule is to be determined, but is intended to be targeted to locations to maximize exposure to the public, including but not limited to locations such as City Hall, Legacy Village, Southpoint Mall, The Promenade of Westlake, and other locations as the Committee is able to access. If any submitter has access or knowledge of contacts for locations, the Committee would be grateful for insight and contact information.

ATTACHEMENTS

The following attachments should be included with this Call for Entries:

1. PDF of 2010 AIA Cleveland's Architecture Week board layout.
2. JPG of 2010 AIA Cleveland's Architecture Week logo.
3. PDF of AIA Cleveland's Architecture Week Press Release.

**2010 ARCHITECTURE WEEK EXHIBITION
SPECIFICATIONS FOR EXHIBIT BOARDS continued**

SCHEDULE

Request to Submit Deadline: 4:30 pm, Friday, 12 March 2010 (\$200.00)

Late Entry Request to Submit Deadline: 4:30 pm, Friday, 26 March 2010 (\$250.00)

Submittal CD-ROM to AIA Cleveland: 4:30 pm, Friday, 9 April 2010

Submittal Entry Images Direct Upload to eBlueprint: 4:30 pm, Friday, 9 April 2010

Exhibition Opening & Opening Reception: 5:30 pm, Friday, 16 April 2010

Exhibition Panel Discussion: 2:30 pm, Saturday, 24 April 2010

Exhibition Closing Party: 5:00 pm, Saturday, 24 April 2010

Exhibition Closes: Sunday, 25 April 2010

