



AIA Central Illinois

A Chapter of the American Institute of Architects

2010 Design Awards Submission Guidelines

Attention: Failure to comply with the Submission Guidelines may result in disqualification of the submission. Please read all information carefully.

Submission Deadline is September 24, 2010 by 5:00 P.M. (Central)

SELECTION CRITERIA:

Projects to be considered for submission shall exhibit design achievement demonstrating exemplary skill and creativity in the resolutions and integration of formal, functional, and technical requirements, including ecological stewardship and social responsibility. Projects should reflect a strong sense of community, history, or of purpose as an integral part of the demonstrated design excellence.

JUDGING:

A jury of distinguished professionals in the field of Architecture will be selected to judge all entries. The number of awards selected for each category will be at the discretion of the jury. The Jury will have the option of selecting projects to receive the following awards:

Architecture Design Award

Interior Architecture Design Award

Adaptive Re-Use / Preservation / Restoration Design Award

Master Planning / Regional And Urban Design Award

Sustainable Design Award

Projects will be judged on:

- Design resolution, which demonstrates outstanding skill and sensitivity in resolving formal function, and the technical requirements of the project
- Design advancement, which advances the understanding of design by proposing new approaches to the development of architectural form
- Advancement of social, technical and/or environmental skills
- Clarity of the presentation

All projects submitted for consideration must be substantially complete after January 1, 2005. Entries for the Master Planning/Regional and Urban Design Award must have been initiated after January 1, 2005, but are not required to be complete at this time.



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Submission Information & Instructions

Entry Forms:

1. Provide the Registration Number assigned by AIA Central Illinois on all submission materials and correspondence. If you do not have a registration number, contact Traci Morris at traci.morris@bldd.com to obtain your registration number.
2. Fill in the Entry Forms completely and check the data for accuracy. No handwritten entries, please.
3. Project Statement: Write a summary of the major issues involved in the design of the project. It may be helpful to the jury if the summary is organized to follow the sequence of images. This is not a requirement. Make sure that the information is accurate and complete. Do not include the firm name in the statement.
4. Signatures: The form should be signed by the person completing the submission and by the principal of the firm.
5. Provide a paper copy of your Entry Form with all submissions and save a copy of the Entry Form on the CD along with your images.

Images:

1. A maximum of (10) ten images may be provided for each project. For projects entered in the Adaptive Re-Use/Preservation/Restoration category, (15) fifteen images may be submitted, including not more than (5) five "Before" images; it is recommended that the "Before" views are clearly marked as such within or next to the image. You may combine two photos (side-by-side) into one image.
2. Provide a selection of images that is comprehensible enough for the jury to visualize the design problem and its solution. The selections of views should "tell the story." Images should include exterior and interior views, one site plan (if appropriate), and one typical floor plan.
3. Provide one 8"x10" or 8-1/2"x11" hard copy of a typical floor plan. This image will be photocopied, along with the completed Entry Form, for the jury. Note: if you wish to submit your plan in color, you must provide (4) four copies, but color is not required.



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4. All images should be submitted on a CD. The Disc should be labeled with your firm name, the project name, and its registration number.
 - a. Files should be saved in .jpg format
 - b. Each image should be saved as a separate file
 - c. File name should follow this format: XXX_###_**text.jpg

XXX = abbreviation for submission category, as follows

ARC: Architecture

INT: Interior Architecture

APR: Adaptive Re-Use/Preservation/Restoration

MPU: Master Planning/ Regional and Urban Design

SUS: Sustainable Design

= Registration number assigned to your submission

** = Order number for your images: 01, 02, 03, etc.

Text = Full or shortened project name

5. Do not embellish your images with text (except as noted in item 1 above or as would be expected on a floor or site plan) or any other graphic design elements that are possible through the use of digital technology.
6. Print Thumbnails of your images (in color or black/white) on a single sheet of paper:
 - a. Include the name of the photographer on the sheet; if there is more than one photographer; indicate which photographer is responsible for each image.
 - b. Draw a circle around the three images that you feel best represent the work and are most desirable for promotional purposes.
7. CD envelopes or cardboard mailers are preferred over plastic cases.

Submittal materials should be placed in an envelope or folder; do not enclose data sheets in plastic sheet protectors. All submissions are placed into large ring binders so there is no need to use special presentation folders. Entry forms should be printed on plain white paper. All materials will be retained by AIA Central Illinois. PLEASE DO NOT SEND ORIGINALS.



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PRESENTATION OF AWARDS:

All 2010 AIA Central Illinois Design Awards will be presented during the Chapter's annual meeting that will be held on October 27, 2010 at Richland Community College in Decatur, IL. All Nominees are encouraged to attend the event; however, no public announcement of award recipients will be made prior to the Design Awards Presentation. An award certificate will be presented to both the Architect and Owner of each winning project. Duplicate certificates may be ordered for an additional fee.

All questions regarding the preparation of submission materials should be sent to traci.morris@bldd.com

The cost of each entry is \$75.00. Please make checks payable to "AIA Central Illinois" and mail only one check for the total amount of all entries to:

**AIA Central Illinois
ATTN: Traci Morris
100 Merchant Street
Decatur, IL 62523**

AIA Central Illinois thanks you for your interest in the 2010 Design Awards.