

2012 Design Awards - Submittal Checklist Revised January 30, 2012

FEE & REGISTRATION

- Fill out registration form and permission form for Textual and Visual Works at www.aiamaine.org and mail to Susan Koch @ 8 Ferry Road, Scarborough, Maine 04074. Projects must have been completed after December 31, 2007.
- Submit entry fee of \$100/ for AIA members or \$200 for non-AIA members by December 31, 2011. (After December 31, fee is \$200 for AIA members and \$300 for non-AIA members.)

GENERAL INFORMATION

- The AIA Maine 2012 Design Awards Committee wishes to thank you for submitting your work to the 2012 Design Awards Program. In honor of AIA Maine’s 100th Anniversary, the 2012 DA Program will be different from previous years. To encourage more architects to enter we have simplified the submission process. Instead of two 20” x 20” “composed” boards, there will be 12 “windows” (max) to drop your electronic images into. The grid below illustrates the way in which the jury will view your entry with the primary image in the first box. You do not need to fill all the boxes but you certainly can.
- One of the goals of the electronic submissions process is to remove “composition” from the selection process. We encourage all architects to “keep it simple” and submit only your best images.

The deadline for submission of images is February 24, 2012 @ 5:00pm

IMAGE SUBMITTALS

- Electronic internet submittal only
- Twelve (12) Files Maximum
- There is no restriction on the pixel dimension, but the file size is 2MB. (**JPEG only**)
- Include site plan with north arrow.
- Include floor plans (may be combined with site plan).
- Building elevations, sections, and other drawings are **OPTIONAL**.
- Review line drawing submissions & text **carefully** for graphic quality at this resolution
- Do not include any identification of entrant or project team in the images section
- Do not include Project Narrative in the images section
- Winners will provide high-resolution print quality imagery only after judging is complete.

PROJECT DESCRIPTION AND SUSTAINABILITY METRICS

- Required architect identification and credits: firm name, project architect, project team, photographer, consultants, project location and/or client, general contractor, subcontractors where appropriate.
- Typed, (400 word maximum) Project Narrative for publication purposes. Include design goals, description of design solution, and sustainability metrics. We encourage you to describe your project in detail. The jurors will be briefed on the intent of the awards program, **“To recognize projects of exceptional design quality,”** and will be briefed on the specific nature of architectural practices in the state of Maine including climate, geography, demographics, economy, personality and character. This information will assist jurors to place the entries in the context which we are working.