

**2010
AIA
DESIGN
AWARDS**

submission guidelines

binder requirements



deadline for binders

4:00pm, January 12, 2010

late deadline

4:00pm, January 19, 2010
additional \$100 per project
due with late submission

destination

AIA Delaware Headquarters
220 W. 9th Street
Wilmington, DE 19801

binder specifications

A binder must be submitted for a project to receive award consideration. Binders to be 8-1/2" by 11" flexible white Staples presentation book (item no. 463372) or similar. All binders will be numbered upon receipt at AIA Delaware and will remain anonymous. No reference to the firm, individual project architects or affiliated contractors should be visible to the jury anywhere in or on a binder. If the project is the submitting firm's office or facility, the firm name should not be visible in any images.

Binders to contain a maximum of 20 page faces of project visual content. Visual content should include a site plan, representative floor plan and representative project photos/renderings.

Each submission binder must also include the following documents, available for download at www.aiadelaware.org:

Project Cover Sheet

Attached to the outside front of each binder.

To include firm contact information and project name.

Project Data Sheet

First page of the submission binder.

To include project name, client, completion date, size and awards category.

Project Description Sheet

Second page of the submission binder.

To include building/site description, goals and unique project aspects.

Project Identification Form

Final page of the submission binder.

Must be completed and signed, placed in a sealed envelope and securely attached to the inside back cover of the binder.

Digital Requirements

Submit one CD per project with each submission binder, labeled with firm name and project title, containing the following files:

5 High Resolution Project Images

Label images 1-5 in the order of preference for publication, with 1 being the first choice. The first choice image should be the best representation of the project, and no firm name/logo or project information should be included on this image. All images should be in .jpg or .tif format, have a resolution of 300 dpi and be about 8" by 10" in size.

4 Project Sheets

The four submitted binder sheets saved as MS Word docs to enable easy copy of text:

Project Cover Sheet

Project Data Sheet

Project Description Sheet

Project Information Form

If any submission binder does not meet the above requirements, it may be disqualified. Please direct all questions regarding submission binders to AIA Delaware Executive Director Nancy Payne at director@aiadelaware.org or (302) 654-9817.