

2018
AIA
DESIGN
AWARDS

Submission Guidelines Requirements



AIA
Delaware

Deadline for Submission

September 4, 2018

Deadline for Late Submission

September 11, 2018
Additional \$100 per project
due with late submission

Destination

AIA Delaware Headquarters
300 N. Market Street, Building 3, Suite 7
Wilmington, DE 19801

Submission Specifications

Each submission must include the prescribed Submission Binder, Project Information Sheets and Digital Media.

Binder

A binder must be submitted for a project to receive award consideration. Submission binders are to be flexible, white, top loading, 8-1/2" x 11", 6 sleeve/12 sheet total capacity books with a clear pocket/sleeve on the front (similar to Staples item no. 463380). Submission binders may not display project authorship (such as and including reference to architects, firms or affiliated individuals or firms, etc.).

Identification of project team authorship within the submission binder will disqualify the submission. If the project is the submitting architect's or architectural firm's office or facility, the firm name should not be visible on any of the materials or images.

Each project should be illustrated by no more than 12 page faces of portrait oriented material. Submitters are encouraged to include efficient, succinct narratives and visual content (such as photos, site and building plans, elevations, sections and floor plans) helpful to inform the jurors of the client's problem and the architectural solution that was developed and implemented. Highlight the process or "tell the story" of getting to the solution/goal. Context is important, explain how the project relates.

All images should represent and connect with and support the narrative. For projects involving changes to existing structures, documentation of the original conditions is required as well as at least one "before" and "after" photo. All photos of a project must include the existing structure. Captions for all visual content and call outs illustrating or describing significant project features are strongly encouraged. Where possible, it is recommended that images/photographs be keyed to a plan to help orient the jurors to the project.

All technical drawings shall be represented at the largest possible scale appropriate for presentation. A north arrow shall be provided on all plans and a scale shall be indicated on each drawing. It is the responsibility of the entrant to ensure that all text and graphics are of a size and quality that is legible and supportive.

Additional Information

All submitted materials become the property of AIA Delaware. Use of the AIA logo and/or emblem or AIA Delaware logo in any way is not permitted. Contact AIA Delaware Executive Director Nancy Payne at director@aiadelaware.org or (302) 654-9817 with your questions.

Project Information Sheets

| Project Cover Sheet | Project Description Sheet | Project Identification Form | Submission Binder Summary | |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------|
| Acting as the submission cover, this sheet should be placed in the clear pocket on the front of the binder. | This is the 1st internal face page of the binder, used to describe the architectural design solution to the client's problem. | Place this completed, signed document in a sealed envelope, along with the Digital Media and deliver it with the submission binder. | Cover | Project Cover |
| | | | Page 1 | Project Description |
| | | | Page 2-12 | Illustrative Material Portrait Orientation |
| | | | Envelope | Project ID Form & Digital Media |

Digital Media on USB Flash Drive, CD or DVD

Submit one USB flash drive, CD or DVD per project, labeled with indelible marker only (no stickers) with the submitting architect or firm name and project title or initials, containing the following.

Folder 1–Images At least 5 high resolution project images

Provide and label no less than 5 and up to 8 high resolution images labeled in the order of preference with 1 being the first choice (“1-file name”, “2-file name”, etc.). The first choice image should be the best representation of the project. It is highly recommended that all images on the flash drive, CD or DVD have a resolution of 300 dpi and be about 8” by 10” in size.

Folder 2–Project Info 3 project information sheets

Provide all of Project Sheets in an editable format, such as MS Word.

Folder 3–Slide Gallery 3 gallery slides

Provide three project gallery slides, which will be used to present the project during the reception of the 2018 DDesign Ball. The first slide shall be a title slide to include an image, if desired, project authors (Architect/Firm, Collaborating Architect/Firm, Owner, & Contractor), project completion date, size and cost. The remaining two slides are to be developed at the entrant's discretion and should include at least one external image, one site plan and one internal image, as applicable. Project author identification, including logos, project captions, labels or call outs and the like, are permitted and encouraged. All slides should be provided in Standard 4:3 presentation format.

Folder 4–Ball Narrative 30 word description

Provide a maximum 30 word description of the project to be read during the award portion of the 2018 DDesign Ball. The 30 word description should be provided in an editable format, such as MS Word.

Exhibit Only Specifications

Submit a USB flash drive, CD or DVD with 1 folder per Exhibit Only Project, containing a Slide Gallery and Ball Narrative.