



## 2022 Design Awards Program Submission Requirements

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AIA Delaware is committed to excellence in architecture and looks forward to celebrating outstanding works of architecture through its biennial Design Awards Program. The purpose of the program is to recognize and honor excellence in architectural design by licensed architects and to honor the clients and project teams who work with them to create and enhance our built environment.

### Schedule

July 15	Submissions Due
Autumn	AIA Design Awards presentation event

### Instructions

Each project submission shall be accompanied by the digital documents/images and entry fee submitted in the specific requirements outlined herein. AIA Delaware reserves the right to disqualify any entry not submitted in the manner specified. A complete submission for a project includes the following:

1. Online Submission Form
2. Jury PDF
3. Image Files
4. Entry Fee

All forms, file uploads and credit card payment of fees in this program will be handled online. All materials included in submissions must be cleared for public reproduction. Submitters/Entrants can save their work as they go and return to their submission as needed to continue until the submission entry deadline.

### Online Submission Form

Sections of the online Submission Form will be seen and used by the jury to evaluate the submitted project for consideration of award. All sections of the online Submission Form must be completed in its entirety.

- Go to the AIA Delaware web site at [www.AIADElaware.org](http://www.AIADElaware.org)
- Click Programs > Design Awards
- Click Submit a Project
- Complete and submit all required components of the Submission

## Jury PDF

The Jury PDF will be seen and used by the jury to evaluate the submitted project for consideration of award, used by AIA Delaware, and shall conform to the following requirements:

- Name the Jury PDF: **J\_InsertProjectName.pdf** (30 characters total maximum)
- The Jury PDF file, a digital file, shall in an editable PDF format and shall not exceed 10 MB.
- The Jury PDF file shall 11" x 8.5", landscape orientation.
- Be sure to conceal any reference to the architecture firm or team members in the Jury PDF. Identification of project authorship within the Jury PDF will disqualify the submission.
  
- Organize the Jury PDF as follows:
  - **Project Description and Introduction (page 1):** Combination of text (and images, if desired) with 10 pt. minimum font size, formatted and designed at the entrant's discretion, 11" x 8.5" landscape orientation, to include:
    - Project Name and Project Category
    - Project Summary describing the "Site", "Challenge Presented", and "Resolution".
    - As part of this synopsis, discuss key design aspects (intent, concepts, and contextual relationships), technical aspects (structure, materials, mechanical systems, etc. where informative), and sustainable, social, environmental or other benefits of the project to the public and its users.
  
  - **Framework for Design Excellence (page 2 or pages 2 and 3):** Combination of text (and images, if desired) with 10 pt. minimum font size, formatted and designed at the entrant's discretion, 11" x 8.5" landscape orientation, to include: a description, of a sentence or two, of how the project design responds to at least 2 of the 10 principles in the AIA Framework for Design Excellence relevant to the project. Name the principle to match the Framework.
  
  - **Visuals (page 3, or 4, and up to 10 or (up to 5 for Unbuilt and Envision the Future Categories)):** Combination of text and images with 10 pt. minimum font with succinct annotation. The format and design of the pages are at the entrant's discretion maintaining 11" x 8.5" landscape orientation.
    - A site plan is required, except for interior architecture only projects.
    - Indicate the project's physical context or site character through graphics and/or imagery.
    - Include photographs, drawings, floor plans, elevations, sections, renderings and graphic images as necessary to provide a clear understanding of the extent and quality of the finished project. Photographs should depict the whole project with views of each exposed exterior façade and each room of the project, as appropriate. Exterior views are optional for interior projects.
    - Renovations, restorations, additions and conversions should present "before" and "after" photographs. For projects involving changes to existing structures, documentation of original conditions is highly recommended.
    - Label images with suitable titling and captions. Provide credit on images used in the Jury PDF are encouraged except those identifying the submitting architect or architect firm and/or team members.
    - Process sketches that communicate the development of the project and/or its construction are encouraged.

## Image Files

The Image Files will not be seen or used by the jury.

- Provide a minimum of 3, but no more than 5, images for use in the presentation of entrants, awards, publications and more.
  - Name the image files using numbers 1 through 3 or 5: **1\_InsertProjectNameOrInitials-Description.jpg, 2\_InsertProjectNameOrInitials-Description.jpg** and so on up to 30 characters total maximum. For example: 1\_BigHouse\_frontexterior.jpg or 1\_BH\_frext.jpg
  - Images should be in JPG format and no more than 10 MB maximum
  - Two of the images are to be the best representation of the project (i.e., an exterior and an interior image, if applicable) of at least 300 dpi and 8" H x 10" W
  - Subsequent images may be smaller with a suggested maximum of 150 dpi and 6" H x 9" W for horizontal images and a maximum of 150 dpi and 6" H x 7.5" W for vertical images.
- Provide a brief image description (i.e., front exterior, west elevation), caption and artistic credit for each image in the online form.

## Entry Fee

Entrants may pay the entry fee using a credit card via PayPal (no account needed) by visiting [www.aiadelaware.org](http://www.aiadelaware.org) or by mailing a check payable to AIA Delaware to 110 E. Main Street #479, Newark, DE 19715-8021 by the Submission Due date. No late entries will be accepted. All submitted materials become the property of AIA Delaware who retains unrestricted, enduring permission to use in its sole discretion any and all information and material related to the submitted project. All fees are non-refundable; entry fees vary depending upon the entrant's AIA member status.