

2016  
AIA  
DESIGN  
AWARDS

# Submission Guidelines

## Binder requirements



**AIA**  
Delaware

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### Deadline for Binders

4:00 pm, February 7, 2017

### Deadline for Late Binders

4:00 pm, February 14, 2017  
Additional \$100 per project  
due with late submission

### Destination

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

### Binder Specifications

A binder must be submitted for a project to receive award consideration. Binders are to be white, flexible, top loading, 8-1/2" by 11" 12 sleeve/24 sheet total capacity presentation books with a clear pocket/sleeve on the front of the binder (similar to Staples item no. 463372). Project authorship must remain anonymous. If authorship (such as and including reference to architects, firms or affiliated individuals or firms) is revealed on or within any submission material, the entry will be disqualified. 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.

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. Submissions may not display architect or architectural firm name or other identifying information except where noted. If any submission does not conform to all of the requirements the project entry will be disqualified.

Each project should be illustrated by no more than 20 page faces of material. Submitters are encouraged to include efficient, succinct narratives and visual content (such as photos, site and building plans, elevations, sections and floor plans) necessary 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, connect with and support the narrative. For projects involving changes to existing structures, documentation of the original conditions is highly recommended and at least one "before" and "after" photo is required. 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.

## Project Sheets

Each submission binder must include the following Project Sheets, available from AIA Delaware, and Digital Information.

### Project Cover Sheet

Acting as the submission cover, this required sheet should be placed into the clear pocket/sleeve on the front of the binder. This sheet should not contain any identification of project authorship.

### Project Description Sheet and Client Statement

The 1<sup>st</sup> and 2<sup>nd</sup> internal pages, respectively, of the binder and used to describe the problem and explain the architectural design solution and provide an optional client statement.

### Project Identification Form

This required form must be completed and signed and placed, in a sealed envelope, into the last clear sleeve or just inside the back cover of the submission binder.

### Binder Summary

Cover	Project Cover
Page 1	Project Description
Page 2	Client Stmt., if used
Page 3 thru 20	Illustrative Material
Last Sleeve	Project Identification and CD/DVD

## Digital Specifications

Submit one CD/DVD per project with each submission binder in a paper or plastic sleeve (not a case), label the CD with indelible marker only (no stickers) with the submitting architect or firm name and project title, containing the items given below in folders.

### Folder 1–Images

### 5 to 10 high resolution project images

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

### Folder 2–Project Info

### 5 project sheets

Provide exact copies of all of utilized 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 in an electronic format during the reception of the 2016 DDesign Ball. The first slide shall be a title slide to include project authors (Architect, Owner, & Contractor), project completion date or projected 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. Firm 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

### 25 word description

Provide a maximum 25 word description of the project to be read during the award portion of the 2016 DDesign Ball. The 25 word description should be saved in an editable format, such as MS Word.

## Additional Information

Entrants whose submissions are selected for award agree to make available further information and publication-quality graphic materials as needed by AIA Delaware. Please direct all questions to AIA Delaware Executive Director Nancy Payne at [director@aiadelaware.org](mailto:director@aiadelaware.org) or (302) 654-9817.