



AIA Richmond

A Chapter of The American Institute of Architects

Call for Entries

AIA Richmond Chapter Honors and Awards 2009

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INVITATION:

AIA Richmond invites your participation in the 2009 Honors & Awards program. The Honors & Awards Committee encourages every chapter member to enter as many projects as possible.

ELIGIBILITY: BUILT AND UNBUILT WORK

All entries must be the work of AIA Richmond Chapter members (either AIA members or Associate AIA members) who are currently members in good standing of the Chapter. Any entry that is not the sole design responsibility of the submitter must be properly credited. Associate members must clearly identify their role in the design process, as they cannot be listed as the "architect of record".

Location of the projects is not restricted, but any built works submitted for consideration must have been completed after January 1, 2004. Un-built works of which design work was completed after January 1, 2004 will be considered for recognition as well. Un-built projects must be work commissioned by a client, as opposed to hypothetical works completed in the mode of research or academic training. Projects that have previously won awards, other than from AIA Richmond, are eligible for submission.

AWARDS:

The program is not a competition but recognition of projects that a jury appointed by the Chapter honors committee deems to have achieved excellence in architecture; therefore, there are no submittal classifications, number of awards to be given, nor detailed criteria in the Chapter's intent. The jurors are free to move in any direction and confer as many awards as they see fit. The firm or organization of record and owner of each winning entry will each receive a certificate of the award. Awards will be presented at the AIA Richmond Honors and Awards Program, in April 2009.

FORMAT OF SUBMISSION:

All materials **must** be submitted in both hardcopy **and** electronic form. All hardcopy materials shall be submitted in an 8 1/2" x 11", 10-20 page, clear acetate sleeved binder furnished by the entrant. Each submittal shall contain the following, in the order given below:

A concise, one page project information sheet stating project name, project address, date of completion, building type, owner's program, site description including any other significant physical parameters, a factual statement of design solution, project budget, and final cost.

8 1/2" x 11" drawings (which may be freehand) showing:

- Site Plan
- Floor Plans of all Principal Floors
- Building Sections and/or details (where informative)

8" x 10" or 8 1/2" x 11" photographs showing all exterior elevations which may reasonably be seen by a viewer circumnavigating the project and interior photos where appropriate.

The last sleeve of the binder shall be a sealed plastic sleeve containing a plain opaque envelope taped securely within the sleeve and shall contain a sheet listing the following information:

- Name of project
- Name, address and phone number of entering architect
- Names of project team responsible for the design and name(s) of firm(s) or organization(s) of record
- Names identifying each discipline and address of all project consultants
- Name and address of general contractor or builder
- Name, address, and phone number of owner and their representative
- Name of photographer (required for publication)

NOTE: No indication of the aforementioned information may appear on any of the submitted materials aside from the information sheet in the envelope.

Format for the electronic submission shall be in both PDF format and JPG/TIFF format (formatted to be compatible with PC) and submitted on compact disc. This disc shall be securely sealed in a plastic sleeve within the binder, with the project name only printed on the CD itself.

The PDF submission shall be an exact duplicate of the hardcopy submission.

The TIFF submission shall be of the image files that make up the hardcopy submission at a minimum file size of 6"x6", and shall contain duplicate files of all images at both 150 dpi and 300 DPI each.

Provide an electronic version of all text in MS Word, including an "Information file" of the information contained in the sealed sleeve, and photographs in individual JPG format, 300 x 200 DPI, each for publication.

FEES / DATES / INQUIRIES:

Each entrant shall provide an **advance** registration fee of \$50.00 for each project to be entered, payable to Richmond Chapter, AIA, forwarded with the entry form below and postmarked no later than **Friday, January 23, 2009**. This fee, which provides partial support for the Chapter's Awards Program, is non-refundable. The official entry form shall be sent to the Design Awards Committee, c/o AIA Richmond, and shall contain the check for registration fee, name and address of the architect submitting the entry, signature of the entrant, date, project name to be submitted, and firm or organization name.

All completed submissions and data & image files must be received by the Chapter, at the address listed below, no later than 5:00 p.m., **Friday, January 30, 2009**. Entries received after that hour and date will not be eligible for consideration.

Design Award boards in 24" x 36" format for all entries are optional, but encouraged. AIA Richmond wishes to display all Design Award entries at the awards ceremony, as well as other future public venues.

All Design Award entries will be featured in the STYLE Weekly Architecture Week insert in April 2009. Award recipients will be featured in the Richmond Times-Dispatch, the Chapter's quarterly newsletter, on the chapter website, and on the Institute's national web e-mail to all AIA members, nationwide.

Please forward all fees, entries and inquiries to:
AIA Richmond Design Awards Committee
c/o AIA Richmond
2231 Oak Bay Lane
Richmond, Virginia 23233
(804) 754-4120
info@aiaric.org

ADDITIONAL TERMS:

By submitting a project, each entrant unequivocally clears the project and all images and content submitted for reproduction and publication with all copyright permission to AIA Richmond, a chapter of the American Institute of Architects, for use in promotion and public awareness of the Honors and Awards Program. Owner's restrictions, if any, must be noted on the information sheet.

DATES:

Honors & Awards entry forms and fees Due 01|23|09; with submissions Due 01|30|09

Alice Lehman Sunday Prize Submissions Due 02|27|09 (see separate entry rules)

Awards Program Date 04|17|09 Location TBD

Entry Form:

Project Name: _____

Applicant Name: _____ Signature: _____

Firm Name: _____ Date: _____

Address: _____

Phone: _____ E-Mail: _____