



## The American Institute of Architects, Richmond Chapter Member Project Submission Form

Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_  
\_\_\_\_\_

Project Description/Significance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architecture Firm/Architect: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Estimated Construction Cost: \$\_\_\_\_\_

Construction Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Photographer / Renderer: \_\_\_\_\_

### Submission Guidelines:

- Projects must be under construction at date of submission, and within two months of anticipated date of final completion to be considered for publication.
- Photos: Digital photos in JPG format, not to exceed 300 x 200 DPI, and 2 MB max size per photo file.
- Graphics: JPG or TIF format, not to exceed 2 MB max size per file.
- Please submit only publication-quality photographs or renderings. Entries must include name of photographer or renderer and cannot be published without proper credit.

### Send this form and the graphic/photo information to:

Via e-mail: [businessnews@timesdispatch.com](mailto:businessnews@timesdispatch.com) under subject "Going Up"

Or mail (including digital image files) to: "Going Up"

c/o Real Estate Editor

Richmond Times-Dispatch

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