



# Engineering Excellence Awards

## 2017 Entry Tip Sheet

www.acec-co.org | 800 Grant St., Ste. 100 • Denver, CO 80203-2944 | 303.832.2200 phone | 303.832.0400 fax

*Developing your entry takes time and effort; however, most entrants realize many benefits from entering the competition. ACEC Colorado staff members are available to answer your questions and assist you at 303.832.2200 or email@acec-co.org.*

### Early Preparation (it is never too early to start)

- Be aware of your firm's potential projects that could be candidates for the awards competition. Discuss with your company any special projects that your firm may want to enter
- Keep in mind these rating guidelines:
  - Unique qualities and/or innovative applications of new or existing techniques
  - Future Value to the Engineering Profession and enhanced public awareness/enthusiasm of the role of engineering
  - Social, economic, and sustainable design considerations
  - Complexity
  - Successful fulfillment of client/owner needs
- Document the progress of a project with photos from start to finish
- Start early to avoid rush charges for outsourcing expenses

### Entry Timeline

Ask your consultants early in the hiring process to determine their fees and turnaround times. (Contact ACEC Colorado for a list of Sustaining Members that provide consulting services that may be of assistance with components of your entry.)

- June 30 Deadline to Receive Early Entry \$100 Discount (due at midnight)
- July 28 Deadline to Complete Online Intent-to-Enter Form
- Aug. 21 Deadline to Submit Electronic Entry Material & Optional Reference Material
- Aug. 28 Deadline to Deliver Project Board to ACEC Colorado Office (required by noon)

### Photographs

- Include six photographs of the completed project
- Consider using a professional photographer
- Submit high-resolution photos per entry rules, since photos will be projected onto a large screen at awards presentation
- Include people in your photos when possible
- Use creative photo placement and design on your project board
- Submit required photo

### Writing Copy

- Be certain to follow the judging criteria when writing your copy for project description and the project board
- Carefully address the specific issues for which your entry will be judged, since judging is based on the contents of both the project board and online material submitted
- Try using an interview process to develop your project description text and make sure that all the criteria is addressed
- Ask non-technical people to review the copy to make sure it is understandable and use layman's terms, particularly in the 100-500 word description
- Use a professional freelance writer, if you have staff resource limitations
- Proofread! Ask others to proofread! Then, proofread again, using different fonts, sizes and starting points
- [Click here](#) to review past winning project description and project board entry examples for reference, if needed

### Layout & Design

- Gather all your information: photos, sketches, written copy, line drawings, etc.
- Make sure your project board is an attention-getter
- Use a storyboard to develop your project board layout
- Use the "Checklist" to ensure all the basic requirements are met
- Do a rough layout and final layout
- Leave a 2"x2" blank space in the upper right-hand corner of display panel that is free of text or images, but carries the panel's background scheme into this space. Do not leave a white space with no background. Use the current [ACEC National logo](#) and [ACEC National EEA logo](#) so that you do not have to revise and reprint your project board, if it is entered in the national competition

## Project Board Text & Fonts

- A maximum of 250 words may be used on the project board (excluding captions)
- Vary your font styles, colors and sizes between the heading and body text to create an element of interest; however, avoid using too many (i.e., more than three) font types, sizes or colors. Be sure to meet the requirements for minimum font sizes as specified
- Make sure that your type style is easy to read and is not lost in the copy
- Use up to six photos/graphics – include required photo credit as embedded text
- Allow enough space in your project board arrangement so that it does not appear crowded
- Use “white space” or “negative areas” to improve a busy layout
- Do not include QR codes
- [Click here](#) to review past winning project description and project board entry examples for reference, if needed

## Producing Your Project Board

- Discuss your project timeframe with your printer to ensure your panel is done on time and to avoid costly rush charges
- Consider working with a professional graphic designer, if your staff resources are limited
- Consider using professional graphic design layout software (e.g., InDesign) to achieve a polished look
- Discuss with your printer the recommended resolution and color settings to ensure a high-quality printed board
- Recommended ACEC Colorado sustaining members for poster printing listed below
- Review the checklist items to make sure that all the basic requirements are met for production of printed board
- Before sending the panel artwork to print, proofread the final copy (and ask others on staff to proofread it), then ask your client to approve it
- Ensure that text is readable when positioned over background images
- Make sure the panel lamination has a matte finish and is the proper thickness
- Remember to adhere the required label and Velcro to the back of the board before delivering rolled to ACEC Colorado
- Note that ACEC Colorado will supply the actual foam core board to which your printed piece is adhered

## ACEC National Resources

[2018 Call for Entries](#)

[Logo PDF version](#) | [Logo JPG version](#)

[ACEC National EEA Logo](#)

[2018 Submission Changes](#)

[2018 EEA Checklist](#)

[Sample PowerPoint Presentation](#)

[Grand Conceptor Award Winners](#)

## Resources for Assistance Preparing Your Entry: ACEC Colorado Sustaining Members

### Printing

- |                      |            |                       |  |
|----------------------|------------|-----------------------|--|
| • Select Printing    | Jim Holway | 303.799.9767          | <a href="mailto:jh@selectprintingservices.com">jh@selectprintingservices.com</a> |
| • Ken's Reproduction | Gary Smith | 303.297.9191, ext 110 | <a href="mailto:gsmith@kensrepro.com">gsmith@kensrepro.com</a>                   |

### Narrative / Writing

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|---------------------------|--------------|--------------|--|
| • Business Rewritten, Inc | Julie Wanzer | 303.349.0179 | <a href="mailto:julie@increasingmarketvalue.com">julie@increasingmarketvalue.com</a> |
|---------------------------|--------------|--------------|--|

### Photography

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|--------------------|------------|-------------|--|
| • The Unfound Door | Ely Hemnes | 617.75.9911 | <a href="mailto:ely@theunfounddoor.com">ely@theunfounddoor.com</a> |
|--------------------|------------|-------------|--|

### Graphic Design

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|--------------------|------------|-------------|--|
| • The Unfound Door | Ely Hemnes | 617.75.9911 | <a href="mailto:ely@theunfounddoor.com">ely@theunfounddoor.com</a> |
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