



Engineering Excellence Awards 2018 Checklist

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Before sending your e-submittal or project board, use this checklist to ensure that all required items are included meet the requirements. (NOTE: This is a basic checklist; please ensure that all of the details in the rules are also met.)

ITEM	DETAILS	
Project Board		
Panel Size	30"x30"	
Photos or Graphics	Up to six (not including background image), 35 sq.-in.-minimum size each	
ACEC National Logos	Downloaded and included on front of panel (both ACEC National & ACEC National EEA)	
Word Limit	250 words max. (does not include captions)	
Information	Include project title & location, client name & location, entrant's name & location	
Blank space	2"x2" blank space in top right corner (not white)	
Label on back	Firm name, firm address, project name and category	
Velcro on back	Four, 9-inch long strips (hook side), attached vertically near corners	
Online Submittal Material		
Executive Summary	Overview of project. Describe the problem and solution; project title and entry category must appear at the top of the page. <i>Specifications: 8.5" x 11", 1" side margins; single-spaced text; 12 pt. minimum size font; PDF or Word format.</i>	
Official Entry Form	PDF of signed national submission form with client signatures	
Project Description	Up to three-page PDF, including 100 to 500-word "layman" summary	
Photos	Six 300 dpi (1920x1080 pixels) RGB JPG images, landscape orientation (max. 1.2 MB each), named per guidelines	
Electronic Project Board	PDF sized to 8½"x11"; 300 dpi RGB PDF	
Caption List	PDF with brief description of each photo, labeled to match name of each photo	
Photo Release Form	Photo release form that allows ACEC Colorado to use for electronic and print material. Photo release must be signed by firm and client. Include any credit that must be used (i.e., "©2017 The Unfound Door").	

Online Optional Reference Submittal Material

List of Key Participants & Clients	Names, company names, physical addresses and email addresses	
Press Release	PDF, double-spaced; clearly and concisely describes the project and the entrant's participation, based on information presented in the Project Description. Also describe the value of the project to the community including information such as the number of people served, cost savings, etc. Do not reference other awards the project has won	
Media List	Excel list including local, trade and other media related outlets, contacts and email addresses as available	
Supplemental Report	PDF; applies only to research, studies, surveying and mapping entries	
PowerPoint	PowerPoint file, containing 8 slides including a title slide with ACEC National logo and ACEC National EEA logos, firm name, project name, project location: city and state, followed by 6 slides that include photos 1 through 6 (same photos as Item 6 above), plus the last slide that contains the photographic display panel. This presentation will be used by the judges as part of their evaluation. Do not include sound, transition effects, animation, preset timing, or slide show sequencing. A sample PowerPoint presentation is downloadable from the ACEC National website.	
Client/Owner Letter	Letter addressed to ACEC National on your letterhead describing the relationship of the client/owner and entrant in the development of the project and how it exceeded the client/owner's needs. <i>Specifications:</i> PDF or Word format (one page max).	