



Engineering Excellence Awards 2019 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 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 format (one page max). | |
| Construction Costs | Total Construction Budget \$ _____ Total Construction Actual \$ _____ Entrant's portion of Total Construction Budget \$ _____ Entrant's portion of Total Construction Actual \$ _____ | |