



Engineering Excellence Awards

2023 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" matte finish, laminated front, mounted on foam core
Photos or Graphics	Up to six (not including background image), 35 sq.-in.-minimum size each
ACEC Colorado EEA Logo	Downloaded and included on front of panel with a white or screened/transparent background behind the ACEC Colorado EEA logo.
Word Limit	250 words max. (does not include captions)
Information	Include project title & location, client name & location, entrant's name & location
Bottom Spacing	Allow a 1"(h) x 30"(w) space free of text or images, other than background graphics/color scheme, across the bottom (NOTE: this is required so that board may be displayed in the ACEC Colorado office on a ledge, which has a 1" lip)
Label on Back	Firm name, firm address, project name and category
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. Specifications: 8.5" x 11", 1" side margins; single-spaced text; 12 pt. minimum size font; may include images; PDF format.
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 with Captions	Up to six (6) 300 dpi (1920x1080 pixels) RGB JPG images, landscape orientation (max. 1.2 MB each), named per guidelines. <i>May be different than those on board.</i> Captions may be entered once photos are uploaded to portal
Electronic Project Board	PDF sized to 8½"x11"; 300 dpi RGB PDF
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 (e.g., "©2022 The Unfound Door").