



# Engineering Excellence Awards

## 2025 Resources & Tips for Entering

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*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

### Photographs

- Submit up to 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

### 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
- 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
- Request an example of a past winner's project description by sending an email to [email@acec-co.org](mailto:email@acec-co.org)

### 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
- A 1" (h)x30" (w) space free of text or images, other than background graphics/color scheme, across the bottom

### **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
- Visit <https://acec-co.org/engineering-excellence-awards/> to view last year’s project boards (linked as each project name)

### **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 is mounted on foam core