



AIA HILTON HEAD

A section of the American Institute of Architects

2018 AIA Hilton Head Design Awards Submission Requirements

Eligibility

All entries must be commissioned building projects designed by members in good standing with AIA Hilton Head. The projects may be located anywhere in the United States or abroad. Built projects must have been completed within the past 5 years. Projects that have previously received an AIA Hilton Head Design award are not eligible for entry. All projects will be judged on the basis of their architectural excellence. The jury will determine the final number of awards and whether to confer honor or merit awards.

Step 1- Registration (\$25 per entry until 9/30, \$35 from 10/1 - 10/31)

Registration is open until October 31 at 5pm. Please submit your Registration Form and applicable fees to info@aiahiltonhead.org or via postal service to:

AIA Hilton Head Design Awards
P.O. Box 4768
Hilton Head Island, SC 29938

The ENTRY # will be used as the primary identification source and should be included at the beginning of each file submitted from Step 2 below. Submissions whose fees are not postmarked by Wednesday, November 16th will be disqualified.

Step 2- Submission Package

Upload your submission(s) to the link that will be provided from Google Drive. If you are not comfortable with that process, a USB Drive or CD can be submitted to the address above. Submissions must be received by October 31st, 2018. **There will be no extensions and no late submittals will be accepted due to the nature of the digital transmittal to our judges.**

Each submission will be composed of individual files including the following:

- 1- Completed Concealed Identification Form (PDF)
 - a. File title: ENTRY # Concealed Identification Form
- 2- Completed Photo Release (PDF)
 - a. File Title: ENTRY # Photo Release
- 3- Completed Descriptive Data (PDF)
 - a. File Title: ENTRY # Descriptive Data
- 4- Supporting Drawings, diagrams and photos not to exceed 12 images entered into the Power Point template provided.
 - a. File Title: ENTRY # Supporting Image XX (Numbered 1 to 12)

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Submission Details

Descriptive Data (PDF)

A word format must be used without the addition of any photographs, drawings, lines, or color. The "Short Description of Project" should be 150 words or less and will be read aloud while the jury views electronic images during the first phase of the jury process and later used for publication of the winners.

Concealed Identification (PDF)

1. Architect of record
2. Persons to be credited
3. Notice to proceed + Substantial completion
4. Location of project
5. Directions to the site
6. Owner developer
7. General contractor
8. Awards received

Should your submission receive an award, material for publicity and certificates will be taken directly from the information provided on this form. The architect credited for the building is to be the "Architect of Record" i.e. the architect(s) with whom the owner has contracted. A limited number of individual names may be added to the award as long as all parties involved agree. Proper and accurate credit for the project is the responsibility of the entrant. In the case of disputes or ambiguities about the proper credit, the award may be deferred.

Photo Release (PDF)

Please provide a letter of release for photos included with your submission.

Supporting Drawings, Diagrams, Photos (PDF/JPG)

Use the provided PowerPoint file to organize photographs, sketches, drawings, or text into a **maximum of 12 slides**. Please put your entry number on each slide and in the file name. No more than 1 hi-res image can be used per page. No collages are permitted.

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Awards

There will be two categories of awards to be called “**Honor Award**” and “**Merit Award**”. Awards will be presented at the awards Gala. If a winner is un-able to attend the Gala, it is important to have a representative from the firm attend to accept the award. Certificates for all award-winning projects will be presented at the awards banquet. Winners will receive three certificates, one for the architect, one for the owner and one for the contractor. Additional certificates will be available at the expense of the award recipient.

Publication

AIA Hilton Head intends to publish the entries receiving awards. Therefore, it is essential that drawings and photographs not be restricted against publication. It is the entrant’s responsibility to clear all drawings and photographs for release.