

ENTRY CHECKLIST

Notification of Intent to Submit Entry

- Complete the Intent to Submit electronic form at acecva.org/entry by **September 14, 2018**.
- Once the Intent to Submit has been submitted, confirmation of receipt with a Dropbox link for material submission will be sent to the firm.

Complete Official Entry Form

- Construction of projects must have been substantially completed and ready for use between November 1, 2016 and October 31, 2018.
- Project name, client/owner name, city and engineering firm names are spelled correctly. These items will be used as they appear on the Entry Form.
- Primary contact listed on the entry form for your firm understands the project and is available to answer questions during the judging.
- Entry Form is signed by the client/owner and a principal of the firm.
- Submit Entry Form at acecva.org/entry and submit the rest of the materials in the Dropbox link sent with the confirmation email and Display Panel by **November 7, 2018**.

Submission through Dropbox

- Submit a folder with the firm name, and the following information in their own folders by **November 7, 2018**. Each folder is labeled with Firm Name, Project Name and Category.
- Each project submission should contain one PDF with the following bookmarks:

1. Entry Form
2. Client/Owner Letter
3. Executive Summary
4. Project Description
5. Key Participants/Consultants
6. Six Photographs
7. Electronic copy of Display Panel
8. Research Report Entries (optional)
9. Press Release (optional)

Display Panel

- Submit one panel by **November 7, 2018**.
- Panel is 30"x 30", with a matte finish and is mounted for display.
- Each image displayed on panel is a minimum of 7"x 5" or 35 square inches.
- Title and location of entry, owner's and/or client's name and location, and entering firm's name and location (minimum 32-point type) is displayed on the front of the panel.
- ACEC *Virginia* logo is displayed on the front of the panel.
- Label is affixed to the back of panel including the firm name, address, project name, and category.

Entry Fee

Make checks payable to ACEC *Virginia*.

Members: \$650 for first entry; \$350 for additional entries

Non-Members: \$1500 for first entry; \$750 for additional entries

Send check, by November 7, 2018, to:

ACEC *Virginia*

8600 Mayland Drive

Richmond, VA 23294