

2010 Design Awards Check List for each entry

Please return form by May 26, 2010

Architect's Name _____

Firm Name _____

Project Name _____

Project Location _____

Completion Date _____

Contact Name (if different from Architect) _____

Contact Phone _____

Category (check one) - Entrant must specify a category for each entry

- Residential
 - Small Projects, less than 5,000 square feet
 - Large Projects, greater than 5,000 square feet
- Institutional
- Commercial/Industrial
 - Small Projects, less than 5,000 square feet
 - Large Projects, greater than 5,000 square feet
- Urban Planning/Design
- Historic Preservation
- Adaptive Reuse
- Interiors
- International
- Unbuilt – architects licensed 10 years or less, not yet built or complete
 - Year architect licensed _____
- Return Binder(s)?
 - Fedex UPS US Mail ORPS
 - AirBorne DHL
- Tracking # _____

Checklist

- 8.5 x 11 soft cover binder
- This checklist attached to front cover
- 1st page project name and location, completion date, category, and narrative description. (See instructions for narrative description on opposite page.)
- In subsequent pages, insert site plan, floor plans, elevations and sections and up to 8 images of the project in 8"x10" color or black and white photographs showing exterior and interior views.
- Concealed information envelope including photo release form filled out for one image to be used for publicity and forms for the six images for the Design Awards presentation if there are multiple photographers.
- CD, including word documents and images
- Return envelope/shipping label
- Photo Release(s)
- Send to AIA New York State

Send all entries to:
2010 Design Awards Program
AIA New York State
52 South Pearl St., 3rd Floor
Albany, NY 12207

For more information about our Design Awards program including a FAQ, please visit our website www.aianys.org. Or give us a call at 518/449-3334 or email gabailey@aianys.org

See reverse side for photo release form