



Montana Chapter of  
the American Institute  
of Architects

## AIA Montana Traditional Design Awards Program 2011

To encourage excellence in architectural design and planning and to provide an avenue through which architects may gain recognition by their peers and the public. The ultimate goal is to raise the standards of architectural design excellence for both the architectural community and the public. The 2011 AIA Montana Awards Program Committee would like to emphasize that all entrants have an equal opportunity for recognition, regardless of project type, scale or budget. The jury process has been designed to review projects on the basis of individual merit.

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### I. SCHEDULE:

All entries must be received **no later than 3:00 p.m. Monday, August 22, 2011**, at the AIA Montana Office at the address listed below.

Awards will be presented to award recipients on Friday, September 30, 2011 at the 2011 AIA Montana Fall Conference in Great Falls, Montana.

### II. ELIGIBILITY AND AUTHORSHIP:

To be eligible for an Award, an entry must be a building or a complex completed since January 1, 2005. "Completion" is synonymous with "substantial completion" as defined in the standard AIA Documents governing construction. Non-built projects are not eligible for this competition.

Submittals will be accepted from individual AIA Montana Chapter members and member firms only, and must be submitted by the designing Architect. Submitted projects do not necessarily have to be from within Montana. You may submit multiple projects.

When one architect is not the sole author, all other participants substantially contributing to the design of the project must be given credit as part of the submission, regardless of professional discipline.

### III. PUBLICITY:

The AIA Montana Chapter will provide notification of Awards to regional and national publications.

The digital drawings, digital materials, and photographs of each winning entry will be used for unrestricted publicity. All digital photographs, digital materials, and drawings included in the submission must be cleared for reproduction for publicity and for use in articles related to not only this program, but also similar regional, national, and international programs. Entrants are responsible for any royalties, copyright, or photographic fees.

### IV. AWARDS:

A professional jury will evaluate the entries on their own merit. Entries will be judged individually, not in competition with each other.

The primary resources for the jury will be the brief written material and photographs, as described herein, which are submitted by all entrants. The Awards Jury shall solely determine the number of awards. A representative of the professional jury will present the awards at the 2011 AIA Montana Fall Conference in Great Falls, Montana. A copy of the Award Certificate will be made available at the award ceremony or shortly thereafter.



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## **V. RULES FOR SUBMISSION:**

Note that all MT AIA Design Award submission requirements are remaining similar to what we have had in the past as described below.

AIA Northwest & Pacific Region Awards Program has been changed to using an FTP site with PowerPoint presentation. Their entries are due July 1, 2011 and we encourage submission of your projects to the regional Design Awards.

The 2012 AIA Honor Awards are using the on-line submission also and their requirements are similar to MT Design Awards, we also encourage submission to their Design Awards. Their entry deadlines are August 26, 2011.

**Submissions must be in the MT AIA office no later than August 22, 2011 at 3:00 p.m.**

Each separate **MT AIA Design Award** submission is required to be submitted with the following five items as a packet, in a manila envelope:

1. A Design Award Submittal CD, following the guidelines provided herein (one CD per entry).
2. Design Award Submittal Hardcopies, following the guidelines provided herein.
3. A Concealed Entry Form, following the guidelines provided herein.
4. A Separate Publicity CD, following the guidelines as provided herein.
5. An Entry Fee, as described herein.

As noted above, each Design Award submission packet shall be placed in a separate manila envelope, with only the project name on the envelope, to ensure the proper handling of your material. For reasons of anonymity, DO NOT identify the architect on the manila envelope, or the entry will be deemed ineligible, and disqualified.

### **1. Design Award Submittal CD**

All submissions are required to be submitted electronically on a CD, as described herein. Each Design Award submission is required to be on its own separate CD. Identify each Design Award Submittal CD with ONLY the project name on the CD, to ensure the proper handling of your material, and insert the CD into the manila envelope designated for the appropriate Design Award submittal. For reasons of anonymity, DO NOT identify the architect or firm on the CD, or the entry will be deemed ineligible, and disqualified.

On each Design Award submittal CD, please provide:

#### **A. Project Title Sheet:**

On the CD, please include a project title page in Word or PDF format. (See "*Project Title Sheet*", attached).

Do not include any architect identity information on this sheet.

#### **B. Project Description:**

On the CD, provide a one or two page narrative description in Word or PDF format (see "*Project Description Sheet*", attached). Include the project name, with a representative project image at the top of the page. The description should include program requirements, sustainability goals and design solutions. Brief, clear text can be very helpful during the judging process.

Do not include any architect identity information on this sheet.

#### **C. Image Identifier:**

On the CD, provide a one-page list of the images provided, in Word or PDF format. The list should include each image file name and one sentence description of each image. Thumbnail images next to the description are helpful but not necessary. (See "*Image Identifier Sheet*", attached).

Do not include any architect identity information on this sheet.

#### **D. Images:**

On the CD, provide a minimum of four or a maximum of 25 images. All images shall be a minimum of 1280 x 1024 pixel resolution or 1024 x 768 pixel resolution, and 100 dots per inch (DPI) for photos and 200 DPI for drawings, both in jpeg format. Images will be viewed on a computer and through a projector.

For all projects except Interior Architecture, a site plan or aerial photography must be included with floor plans and other drawings as required. For Renovation/Restoration, indicate pre-existing conditions through plans and/or photographs. For Interior Architecture, include floor plans and a photograph of the



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building exterior. Include graphic scales and north arrows to ensure a complete understanding of your project.

NOTE: FOR REASONS OF ANONYMITY, ALL FIRM AND ARCHITECT IDENTITY SHOULD BE ABSENT FROM THE PROJECT TITLE PAGE, PROJECT DESCRIPTION PAGE, IMAGE IDENTIFIER PAGE, AND ALL ELECTRONIC IMAGES. Failure to comply with this requirement will deem the project entry ineligible, and it will be disqualified.

## **2. Design Award Submittal Hardcopies**

Please provide one color 8 1/2" x 11" hardcopy of the following items, as described in detail above:

- A. Project Title Sheet
- B. Project Description Sheet
- C. Image Identifier Sheet

Staple and insert the hardcopies into the manila envelope designated for the appropriate Design Award submittal.

## **3. Separate Publicity CD**

Submit a separate CD with two publicity images:

For display on the website, one image should be 226 pixels (w) x 340 pixels (h) in jpeg format. The photo should include an imbedded credit to the photographer when appropriate. The second photo should be a larger, high quality image for press release use. Identify this CD with the words "Publicity Images", and include the project name on the CD, to ensure the proper handling of your material. For reasons of anonymity, DO NOT identify the architect on the CD, or the entry will be deemed ineligible, and disqualified.

## **4. Concealed Entry Form**

Complete the Concealed Entry Form (attached), place it in a sealed envelope, and insert it into the manila envelope designated for the appropriate Design Award submittal (note that by signing the Release of Materials section on the entry form, you are accepting responsibility that you have acquired all necessary copyright releases and/or licenses from all parties associated with the project and accept responsibility for any claims they may make related to this profession).

## **5. Entry Fee**

Each submission will require an Entry Fee of \$100.00, made payable to "AIA Montana". Please insert the check into the manila envelope designated for the appropriate Design Award submittal.

## **VI. ENTRY PROCEDURE:**

**All completed submissions must be received no later than 3:00 p.m. August 22, 2011.**

The submission date and time will be strictly observed; no exceptions will be made. No entries will be accepted via e-mail. All entries must be submitted to:

US Mail:

**AIA Montana Office  
PO Box 20996  
Billings, MT 59104**

UPS, FedEx, or Hand delivered:

**1629 Avenue D, Suite B6  
Billings, MT 59102  
Phone: 406-259-7300**

Entries will be processed by the Design Awards Committee and forwarded to the jury for review and evaluation. No entry fee will be refunded for entries, which are disqualified or not completed. All decisions made by the Design Award Committee and Jury will be final. Submissions will be returned to entrants by AIA Montana as soon as possible. While every effort will be made to protect and return the submissions in good condition, the AIA Montana cannot be responsible for any of the material submitted in the event of loss or damage.

**Good luck!**



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Project Title Sheet



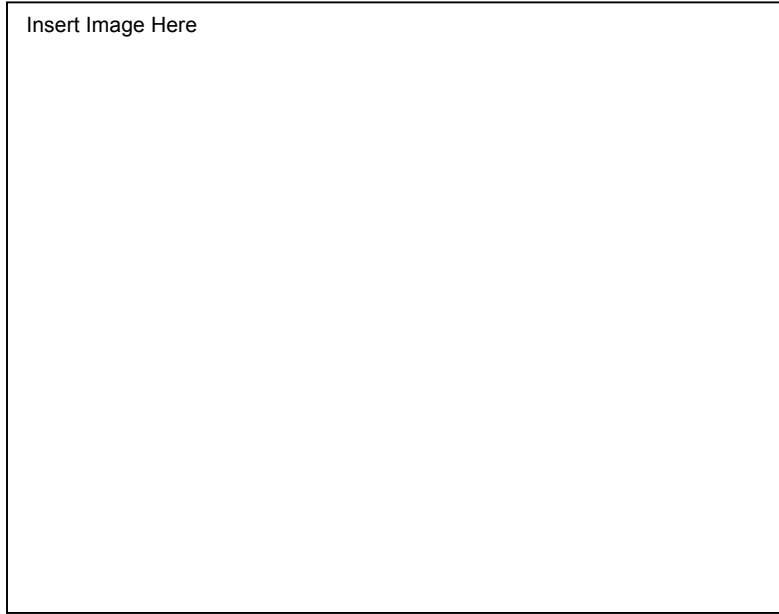
PROJECT NAME



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**Project Description Sheet**

Insert Image Here



**PROJECT NAME**

Project Description:

Program Requirements:

Sustainability Goals:

Design Solutions:



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Image Identifier Sheet

PROJECT NAME \_\_\_\_\_

PHOTOGRAPH/DRAWING IDENTIFICATION SHEET:

01 Title of Image

Thumbnail Image
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Image Description
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02 Title of image

Thumbnail Image
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Image Description
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**AIA Montana Design Awards Program 2011  
CONCEALED ENTRY FORM**

(Submit in a sealed opaque envelope, and insert into the project manila envelope packet)

**Submission deadline is 3 p.m. (MST)**

**Monday, August 22rd, 2011**

**I. PROJECT INFORMATION:**

Project Name \_\_\_\_\_

Project Location (City, State, Country) \_\_\_\_\_

Project Completion Date \_\_\_\_\_

**II. DESIGN TEAM INFORMATION:**

Lead Architect (AIA MT Member) \_\_\_\_\_

Architect's Firm Name and Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Architecture Team:

Name: _____	Role: _____
Name: _____	Role: _____
Name: _____	Role: _____
Name: _____	Role: _____
Name: _____	Role: _____

Consultant Team:

Name: _____	Role: _____
Name: _____	Role: _____
Name: _____	Role: _____
Name: _____	Role: _____
Name: _____	Role: _____

Contractor: \_\_\_\_\_

Photographer: \_\_\_\_\_

(Photographer's name may be embedded on publicity photo if appropriate)

Other: \_\_\_\_\_

**III. CLIENT INFORMATION:**

Client/Owner \_\_\_\_\_

(Indicate if name is anonymous or to be held in confidence)

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**IV. RELEASE OF MATERIALS:**

The materials presented with this entry are cleared for exhibition and publication. I have acquired all necessary copyright releases and/or licenses from all parties associated with this project and accept responsibility for any claims they may make related to this submission. I have obtained permission from both the owner and photographer to publish information and photographs included in this submission. I am a member of the AIA Montana Chapter.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



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