



Montana Chapter of the  
American Institute of  
Architects

## ~ CALL FOR ENTRIES ~

**2008 Award of Excellence**  
AIA Montana Design Awards Program

*In an effort to expose the work of Montana AIA Architects to the general public as well as our peers, and to recognize outstanding design in our profession, the AIA Montana will sponsor the 2008 AIA Montana Design Awards Program this year.*

*The 2008 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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### **1. SCHEDULE:**

All entries must be received **no later than 3:00 p.m. August 8, 2008**, at the Design Awards Committee address listed below.

The jury will be comprised of a panel of Architects from Seattle. They will convene in August 2008 to jury the submittals and select the winners. The number and type of awards will be at the sole discretion of the jury.

Awards will be presented to all award recipients on Friday – September 19, 2008 at the 2008 AIA Montana Fall Conference in Helena, Montana.

### **2. ELIGIBILITY AND AUTHORSHIP:**

To be eligible for an Award, an entry must be a building or a complex completed since January 1, 2003. "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.

Follow the specified submittal instructions or the jury will not consider them.

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.

### **3. JUDGING CRITERIA:**

A professional jury will evaluate the entries on their own merit. Entries will be judged individually, not in competition with each other. The building type categories are used primarily as an organizing method for the jury process. The primary resources for the jury will be the brief written material and photographs, which are submitted.

### **4. AWARDS**

Two types of awards are possible. "Honor Award" and "Award of Merit". The Awards Jury shall solely determine the number of awards of each type. A representative of the professional jury will present the awards at the 2008 AIA Montana Fall Conference in Helena, Montana. A copy of the Award Certificate will be made available at the award ceremony or shortly thereafter.

As an organizational tool for the judging process, projects shall be grouped into the following categories:

1. Residential Buildings
2. Office, Commercial and Retail Buildings
3. Educational and Health Care Buildings
4. Institutional and Civic Buildings
5. Hospitality and Recreational Buildings
6. Renovation, Adaptive Reuse and Preservation
7. Other Buildings and Interiors

## **5. 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.

## **6. ENTRY PROCEDURE:**

All completed submission must be received **no later than 3:00 p.m. August 8, 2008**. The submission date and time will be strictly observed; no exceptions will be made. No entries will be accepted via e-mail.

No entry fee will be refunded for entries, which are disqualified or not completed. Submissions not receiving awards will be returned to entrants by AIA Montana; however, the AIA Montana is not restricted to a specific date of return. All entries must be submitted to:

**AIA Montana Office**  
**PO Box 20996 – Billings, MT 59104**  
**or**  
**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.

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.

## **7. SUBMISSION REQUIREMENTS:**

Submission requirements have been coordinated with regional AIA awards programs to facilitate and encourage re-submission of entries at the regional level.

For each project, submit a Microsoft PowerPoint™ file containing digital images of the project. PowerPoint files should be submitted on an IBM compatible compact disk (CD) suitable for showing with a standard, IBM compatible front-screen computer projector. Each image should not exceed 1024x768 pixel resolution and 100 dots per inch (DPI) for photos and 200 DPI for drawings, both in a Jpeg file. Provide one PowerPoint file on one CD per project. The file name should be the same as the project name, (e.g. Artist Loft Housing.ppt). Please do not identify the architect in the file name.

While no limitations are placed on the number of digital images used, each submittal should be concise and of high graphic quality. Please do not include sound, animation, video clips, panorama movies, hyperlinks or links to other files. For all projects except Interior Architecture, a site plan or aerial photography needs to 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 building exterior. Include graphic scales and north arrows to ensure a complete understanding of your project. Identify the entry and project name on each CD jewel case and on the CD to ensure the proper handling of your material. Please note that all submitted material will not be returned.

Publicity Photo: For news release and publication purposes, provide one digital photo separately indicated with the file name "Publicity Photo", Dimensions of that image should be 10" on the longest dimension at 250 dpi, saved as a TIFF file in RGB with Adobe 1998 color profiling. By virtue of submitting an entry, you also grant permission to AIA Montana to announce after the contest the photos and project details of honorees by distributing the publicity photo and other images submitted, to be used for news purposes.

**Project Description** (Hard copy - Put Project Name on each page)

**Page 1:** Include a description and an image of the project (up to two pages; with a minimum type size of 12 point). The description should include program requirements, sustainability goals and design solutions. Brief, clear text can be very helpful during the process. The image (a representative photograph or drawing for identification only) must be no larger than 5" x7". **Do not identify the architect on this sheet.**

**Page 2:** Provide a list of digital images, keyed to the numbered sequence in the PowerPoint file. It is not unusual for juries to refer to this list during the judging process.

**Concealed Identification:**

Completed Concealed Submission Data Sheet contained herein should be placed in an opaque sealed envelope to ensure anonymous judging by the jury and securely attached to the inside face of the back cover or in a sleeve at the back of the binder. All information requested on the one-page Concealed Submission Data Sheet must be provided. Should your submission receive an award, the information provided thereon will be used for news releases, certificates, and an exhibit of the Awards Program. Be sure that it given, as it should be presented.

**Entry Fee:**

Each submission will require an Entry Fee of \$75.00, made payable to "AIA Montana Design Awards Program". Each entry should include Project Description Sheets (2), one sealed envelope containing Concealed Identification Sheet and one labeled CD (that does not identify the architect).

Use 'Concealed Identification Sheet' provided.

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**CONCEALED SUBMISSION DATA SHEET**

NAME OF PROJECT: \_\_\_\_\_

LOCATION OF PROJECT: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

NAME OF ENTRANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

\_\_\_\_\_  
NAMES OF ARCHITECTURE DESIGN TEAM MEMBERS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTERIOR DESIGNER: \_\_\_\_\_

STRUCTURAL CONSULTANT: \_\_\_\_\_

MECHANICAL CONSULTANT: \_\_\_\_\_

ELECTRICAL CONSULTANT: \_\_\_\_\_

LANDSCAPE CONSULTANT: \_\_\_\_\_

PHOTOGRAPHER: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

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

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