



**American Institute of Architects San Mateo County
2018 Design Awards Submittal Guidelines**

SCHEDULE

Call for Entries: Monday, August 20th, 2018

Registration Deadline: Friday September 14th, 2018

Submission Deadline: Friday October 5th, 2018

Design Awards Celebration: Thursday, November 8, 2018

ELIGIBILITY

All Architects / Firms practicing within the United States are eligible to submit projects located within San Mateo County.

All Licensed Architects / Firms practicing or residing in San Mateo County are eligible to submit projects located within or outside the chapter area. If a firm has multiple offices, only projects executed by the chapter area office are eligible.

Projects must credit every substantial contributor.

ENTRY FEES

AIA SMC Architects	\$225 per entry
Non-Chapter Architects	\$325 per entry

Entry fees are non-refundable.



CATEGORIES

1. ARCHITECTURE

The Architecture Award celebrates the best contemporary architecture regardless of budget, size, or style. Project type include but are not limited to commercial, civic, institutional / educational, mixed-use, multi-family residential, new construction, and/or renovation / reuse / preservation. Projects submitted to this category will be compared to projects of like scale.

2. RESIDENTIAL

The Residential Award celebrates homes that illustrate excellence in design and demonstrate a refined sensibility. Entries must be single family residence, including but are not limited to new or remodel / addition, custom, prefab / modular home.

3. INTERIOR

The Interior Award celebrates innovative and spectacular interior spaces that fulfills the true potential of a space and enhance our living experience. Project types included but are not limited to new construction, renovations, and restorations.

4. UNBUILT

The Unbuilt Award recognizes projects of any scale or type that demonstrates design excellence, whose construction has not commenced at the deadline of submissions to this awards program. Entries are not limited to client-sponsored or theoretical projects, including works of students in an accredited school of architecture program pursuing a degree in architecture or otherwise on a career path towards a professional degree in architecture.

5. EMERGING PROFESSIONAL

The Emerging Professional Award is intended to recognize a new professional who has expanded the role of the architect through civic participation and professional mentorship, thereby representing the professional to a larger audience.

Any member or associate member of AIA San Mateo licence in California for less than 10 years is eligible for this award.

6. FIRM AWARD

The Firm Award recognizes one firm that has produced notable architecture and contributed to the advancement of the profession for at least a decade. This is an inclusive awards program that invite firms of all sizes to participate.



CRITERIA

Projects must have been completed since January 1, 2013. At the juror's discretion, each award will honor multiple projects, featuring Citation, Merit, and Honor Award winners. Submissions will be judged on quality of design, resolution of the project or idea, innovation, thoughtfulness, and technique. Jury decisions will be based solely on the materials submitted. It is therefore important that submissions convey to the jury a full understanding of the project.

The AIA San Mateo Design Awards reserves the right to move entries to other categories if it is clearly appropriate to do so. If this is the case, participants will be notified by email.

SUBMITTAL REQUIREMENTS

Upon registration, the entrants shall receive an email with registration number and a concealed information form from AIA SMC for each entry. Entries shall be delivered to:

Attn: 2018 Design Awards
210 So. Ellsworth Street #645
San Mateo, CA 94401

Jury shall review projects based on digital graphics projected onto a screen, and AIA SMC chapter printed letter-size printouts of entry PDF presentations. Chapter staff shall ensure that projects remain anonymous, receive equal time, and are presented in a similar format.

All Entry Submissions shall consist of three (3) parts:

1. Digital Graphics Presentation:

AIA SMC will provide each entry applicant with a formatted PowerPoint template to be used for digital images & supporting text; and a "Concealed Information Form" for applicant completion and submittal with project PDF presentation.



The digital images should thoroughly describe the project with interior and exterior photographs, floor plans, elevations, and context images. Video files or audio files are not eligible. The Firm name or Architect shall not appear on any submittal graphics.

Presentation files shall be in the PDF format and should be as few Mb as possible to accommodate email transfer and viewing.

2. Digital Concealed Information Form:

A digital "Concealed Information Form" will be provided by the Chapter. It must be completed by the applicant and accompany each entry submittal. This will not be shown to the Judges. This information is needed for our records and to properly recognize award winners. Note that the entrant must sign this form.

3. Presentation Board:

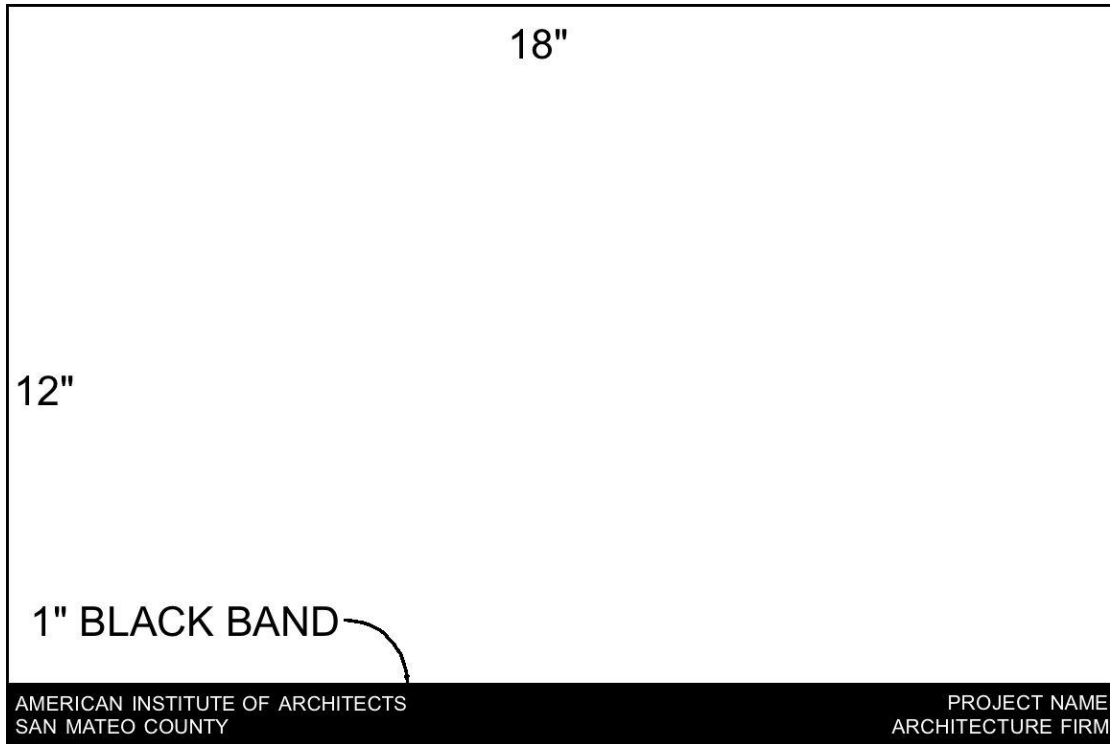
Applicants are required to provide at least one 12" x 18" presentation board for each project entry. This board will not be part of the judging; it will be displayed at the design award presentation event, and used by AIA SMC to promote an awareness of good design.

Presentation Boards should identify essential project information, state the goal of the project and prove the success of the design. Simplicity and clarity are desired; clutter collages of images and text should be avoided.

All presentation boards shall be labeled 'AIA San Mateo County 2018 Design Awards'. Title text shall be 25 point Helvetica (see sample image below).



AIA
San Mateo County



QUESTIONS & COMMENTS

Do not hesitate to email AIA SMC with any questions you might have.

Good luck!