

The logo is a red, angular shape resembling a stylized arrow or a folded piece of paper. It contains the text "AIA SEATTLE" in black, "2015" in white, "HONOR AWARDS" in white, and "FOR WASHINGTON ARCHITECTURE" in black.

# AIA SEATTLE 2015 HONOR AWARDS FOR WASHINGTON ARCHITECTURE

## SUBMITTAL GUIDELINES

### Letter from our 2015 Co-Chairs

Let's celebrate the diverse perspectives, scales and typologies that encompass architecture in Washington. The body of work that this region contributes to a thriving local design dialogue has a far-reaching impact on the national and international level. Our community has a well-established legacy of integrated and impactful design, environmental stewardship, and a deep commitment to making design matter. Today we strive to maintain that meaning in a landscape that is experiencing both rapid change and mutable boundaries. The 2015 AIA Seattle Honor Awards offers submittal guidelines and judging criteria that recognize both our profession's changing conditions and our legacy of design leadership. The Honor Awards celebrates all who contribute to this evolution of practice, whether through the creation of buildings, installations or concepts. We believe that the best design, no matter the scale or budget, embodies a balance between INSPIRATION, PROBLEM-SOLVING, ENVIRONMENTAL SENSITIVITY and SOCIAL TRANSFORMATION. We invite you to share how you have expressed these values in your work.

#### **Your voice is essential to the conversation. Share it.**

If you've never submitted before, now is the time. If you've submitted a project in the past that you think should have won, submit it again. This is a new year and a different jury.

#### **Go beyond the photograph. Show us your thinking.**

Show us what is behind the marketing image; reveal the relationships and ideas that inform your design. What is its genesis? Who does it serve? How does the concept relate to real space? How did factors like site, culture, and materiality inform the design?

**Join us in celebrating architecture that is inspirational, intelligent and evocative.**

Brendan Connolly, AIA & Kailin Gregga, Assoc. AIA  
*Chairs, 2015 AIA Seattle Honor Awards for Washington Architecture*

## Instructions & Fees

- Registration **opens August 4, 2015.**
- After September 23, the registration fee increases 15%.
- Registration **closes September 30, 2015.**
- All entry materials must be submitted on-line no later than 5:00 pm PST, September 30, 2015. No exceptions will be granted.
- No entry fee will be refunded for entries that are disqualified, late, or incomplete.

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## INSTRUCTIONS

1. Visit [aiaseattle.nonprofitcms.org](http://aiaseattle.nonprofitcms.org) to register and submit payment for all projects you intend to enter. Note that account approval may take up to 24 hours to take effect. Entry fees are not refundable after September 23, 2015.
2. Once your registration account is approved, you will receive an email with a link to the submittal site and further instructions.
3. On the submittal site, create an account using the entrant's name as the username. Please use the same contact information submitted during payment. Each entrant should create only one account; each account in turn allows multiple entries to be submitted. After creating your account you will be able to save your submittal progress, so do not delay this step
4. To submit an entry, log into the submittal site and then click "My Submittals" link on the left sidebar
5. Fill out the required text fields in the Online Form
6. Upload Project PDF and Publicity Package image files per the submittal requirements
7. Use the "Save" button at the bottom of the page to save your progress—projects can be edited and/or updated until the 9/30 submittal deadline. When you are finished, you can use the "Save and Finalize" button
8. If you have multiple projects, create a new project by repeating steps 4 through 7 above

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## ENTRY FEES (15% increase after September 23)

	Member Firm	Individual AIA Member	Non-Member	Emerging Professional*	Student
<b>BUILT</b>	\$260	\$285	\$355	\$130	\$30
<b>CONCEPTUAL</b>	\$160	\$185	\$260	\$80	\$30

*\*Emerging Professionals are licensed or unlicensed architects with less than 10 years' experience; submitted work may not have been done for a firm.*

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## QUESTIONS?

Program & Registration  
Sponsorship

AV Goodsell, [avg@aiaseattle.org](mailto:avg@aiaseattle.org), 206.448.4938 x101  
Kimber Leblicq, [kimberl@aiaseattle.org](mailto:kimberl@aiaseattle.org), 206.448.4938 x103

*Support is available during business hours: Tuesday-Friday 10:00 am-5:00 pm*

## Submission Categories & Eligibility

The Honor Awards program seeks submissions in the categories of BUILT and CONCEPTUAL—two categories that aim to encompass and celebrate the wide range of design work architects are doing today.

### BUILT

The BUILT category recognizes a diversity of scales, from smaller human-scaled work like installations or furniture, through more traditional building-scaled work like homes or institutions, to larger civic-scaled work like master plans or TOD districts.

Examples include, but are not limited to:

- *Details*
- *Furniture*
- *Installations*
- *Unenclosed Structures*
- *Single or Multi Family Dwellings*
- *Institutional Buildings*
- *Commercial Buildings*
- *Civic Buildings*
- *Master plans/Campus plans*
- *Urban District Plans*
- *Transit Oriented Development Projects (not individual buildings)*
- *Civic Improvements*
- *Redevelopment Projects*

All BUILT submissions will be required to identify project typology and size in order to assist the judges in organizing the built work by type or scale as they wish.

BUILT projects are eligible for **Honor, Merit, and Honorable Mention Awards**

Professional license required by (at least) one member of the design team

Projects must have completed construction after November 2010

### CONCEPTUAL

The CONCEPTUAL category celebrates unbuilt projects that inspire us and further our understanding of design and the built environment.

Examples include, but are not limited to:

- *Competition Entries*
- *Research Projects*
- *Student or Thesis Work*
- *Unbuilt Projects*

CONCEPTUAL projects are eligible for Merit and Honorable Mention Awards only

Professional license not required

Projects must have been initiated after November 2010

## Judging Criteria

In addition to their own criteria, the jury will use the following criteria in the selection of recognized projects:

- **Inspiration:** The jury will consider how the project manifests its stated intent in form and function. Inspirational projects have a clear and well-resolved stance towards intended use, context, material, and form. They are innovative in thought and practice.
- **Problem-solving:** The jury will consider how the project creatively addresses challenges inherent in its site, budget, program, materials, collaboration, and context. Submissions should clearly articulate the organizing principles influencing the design.
- **Environmental Sensitivity:** Projects should exhibit serious intent to minimize negative environmental impacts and enhance a relationship to the natural environment. Submissions should include metrics, narratives, diagrams/sketches, or other clear evidence provided of both modeled and actual performance.
- **Social Transformation:** Projects should improve the communities in which they are situated. The jury will consider how projects exemplify a commitment to enhancing vibrant and equitable communities. Submissions should provide community-based evidence of the social impact.

All submissions should demonstrate clarity of idea, process, and execution through a combination of text, diagrams, drawings, photographs, and other illustrative materials. See the [Submittal Requirements section](#) for a full list of required components.

Awards are the final determination of the jury. The awards categories, ranked from highest recognition to lowest, are **Honor**, **Merit**, and **Honorable Mention**. In recognition of the importance of balancing environmental performance and social transformation with design innovation and problem-solving in architectural work, the jury may highlight submissions that are especially exemplary of these values. These projects may be selected for special awards for either Environmental Performance or Social Performance. Entrants should pay special attention to relaying these qualities of the project in their submission materials.

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## Jury Process

- Prior to arriving in Seattle, each juror will receive and review the JURY PDF for each submission and select an initial shortlist
- On the Saturday (November 14) prior to the Honor Awards Live Event, the jury will gather to review and discuss the short-listed projects and determine which of the BUILT category projects they would like to visit. An Honor Awards Committee member will coordinate site visits for either Saturday afternoon (November 14) or Sunday (November 15). **Site visits are anonymous. The Design Team may not be present.**
- Final jury deliberations and the selection of award recipients for all categories will occur on Sunday (November 15) following the site visits.
- Open jury discussion and award presentation will occur on Monday (November 16) at Benaroya Hall.

## Submittal Requirements

To submit your project for an Honor Award, fulfill the following four project application sections:

1. an **ONLINE FORM** for administrative purposes
2. an anonymous **PROJECT SUBMISSION PDF** file for jury review and evaluation purposes, and online gallery viewing on the AIA Seattle website
3. an anonymous representative image of the project for use in the **ONLINE GALLERY**
4. a team-credited **PUBLICITY PACKAGE** for public presentation purposes

### ONLINE FORM

**Select Submission Category:** BUILT or CONCEPTUAL (select one per entry)

#### Provide Entrant Information

- **Entrant Name:** Name of the firm or individual submitting the project
- **Entrant Contact:** Name of the individual we can contact if there are questions or problems with your submittal
- **Entrant Contact Info:** Email, Phone, Postal Address, City, State and Zip code

#### Credits

- **Design Team:** Please list the primary design team only. All collaborators/consultants should be listed in the next field
- **Collaborators:** Include consultants, design professionals, contractors, and other collaborators involved in the project, but not listed in the design team credits. Please list each as "Description: Firm Name", (i.e. Lighting: Jane's Lighting Co.) Please be consistent, as how you list the credits is how they will appear in all publicity and, in the event of an award, on the certificate.
- **Owner/Client:** Leave blank if anonymity preferred. *Owners must be informed of potential site visits and the potential for significant recognition in the media should the project receive an award.*
- **Photographer Credit(s):** inclusion of photos implies permission from the photographer. Correct attribution is the sole responsibility of the submitter.

#### Provide Project Information

- **Project Name:** Use this project name consistently throughout the submittal, including all file names. This name will be referenced in any future publications, press releases and the like in reference to this submittal
- **Lot size:** Total gross square footage (*BUILT projects only*), please list numbers
- **Building Size:** Total gross square footage. Use aggregate gross square footage for project with multiple buildings/units. Leave blank for projects with no buildings.
- **Location:** Street address, City, State and Zip Code
- **Site Visit Contact(s):** Name, mobile phone number;  
*Site Visit Contacts must be reachable on Saturday, November 14, between 2pm and 7pm at the phone number provided. Advise contacts to pick up "unknown" calls that day. The contact must be authorized to organize a hosted site visit either on the afternoon of Saturday (November 14) or on Sunday (November 15). Site visits are anonymous. The Design Team shall not be present.*
- **Project Type:** Select all that apply:

<input type="checkbox"/> Residential: Multifamily	<input type="checkbox"/> Residential: Single Family	<input type="checkbox"/> Educational
<input type="checkbox"/> Civic	<input type="checkbox"/> Commercial	<input type="checkbox"/> Renovation
<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Installation
<input type="checkbox"/> Furniture	<input type="checkbox"/> Museum/Arts	<input type="checkbox"/> Office

## **PROJECT SUBMISSION PDF**

### **File Formatting Requirements:**

- **Format:** PDF file, 8.5x11 landscape format
- **Size:** 7 MB maximum size for the entire file
- **Maximum Number of Pages:** 15
- **Naming Convention:** ProjectName.pdf \*  
\*Replace “ProjectName” with the name of the project being submitted
- **All materials contained in this file must be anonymous.** Failure to follow this requirement will result in automatic disqualification

### **Content Requirements & Limitations**

- Page 01: **Provide Project Information** (as input on the online form)
  - **Project Name**
  - **Lot size**
  - **Building Size**
  - **Location:** City, State (only)
  - **Project Type**
- Page 02: **Provide Project Narrative** (as input on the online form)
  - Provide a project narrative to convey design concepts to jury; respond to Judging Criteria; limit to no more than 400 words, 12pt minimum font; No graphics or imagery.
- Pages 03 up to 15: **Represent Project Graphically**
  - These pages are meant to graphically represent the project. Limit labels or annotations to no more than 50 words per page
  - Pages may include, but are not limited to: diagrams, photographs, site plans, floor plans, sections, elevations or other illustrative drawings
  - Indicate the project’s physical context or site character through graphics and/or imagery
  - Conceptual, sustainable, technical or programmatic diagrams are encouraged
  - Renovations and additions should clearly delineate the scope of work and consider including graphics and/or images that distinguish between the initial circumstances and the final product

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## **ONLINE GALLERY IMAGE**

### **File Formatting Requirements:**

- **Format:** JPG file, 8.5x11 landscape format
- **Size:** 2 MB maximum size
- **Number of Image Files:** 1
- **Naming Convention:** Project Name\_01.jpg\*  
\* Replace “ProjectName” with the name of the project being submitted
- **All materials contained in this file must be anonymous.** Failure to follow this requirement will result in automatic disqualification

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## **PUBLICITY PACKAGE**

### **File Formatting Requirements:**

**SUBMITTAL GUIDELINES**

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- **Format:** JPG files, 8.5x11 landscape format
  - **Size:** 2 MB maximum size per JPG image file
  - **Number of Image Files:** 3
  - **Naming Convention:** ProjectName\_02.jpg, ProjectName\_03.jpg, etc. \*
- \* Replace “ProjectName” with the name of the project being submitted

**Content Requirements**

Include **Project Name**, **Location**, and **Entrant’s Name** on each image.

- Image 02: **Project Image**
  - A representative image of the project
- Image 03: **Team Photo(s)**
  - A photo or compilation of photos of the project team
- Image 04: **Collaborator Credits**
  - A comprehensive listing of the design team, owner/client (if desired), and project collaborators. Use of logos is encouraged.

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## Photo Release

By participating, all entrants grant the American Institute of Architects Seattle (AIA Seattle) a non-exclusive license to post the entries online so that the public may view all competing entries. In addition, each winner grants to AIA Seattle a license for use of all entries in connection with AIA Seattle Honor Awards, in any media now or hereafter known, including but not limited to: publication in newspapers and magazines and AIA Seattle sponsored exhibitions of the work (including the online gallery). AIA Seattle will not be required to pay any additional consideration or seek any additional approval in connection with such use. Submission to this program implies permission from the project owner, and releases AIA Seattle from any responsibility of seeking permissions from owners, photographers, or any project-related stakeholders. Inclusion of photos implies permission from the photographer. Correct attribution is the sole responsibility of the submitter.