



2024 Honor Awards for Washington Architecture

PROJECT TOURS OVERVIEW

AIA Seattle's Honor Awards

The Honor Awards for Washington Architecture is AIA Seattle's annual marquee program, drawing hundreds of attendees to a lecture-style event of unique rigor and breadth. This nationally-recognized program provides an important opportunity for the design community to share and celebrate its achievements, both among practitioners and with the community at-large. The awarded projects are selected by a national, and sometimes international, jury and announced for the first time on stage at the Live Event in November.

Purpose

Project Tours play an important role in the Honor Awards. They are a unique element of AIA Seattle's awards program, providing the jury an opportunity for closer observation of selected BUILT projects which are able to be viewed in the Seattle area. The jury carefully considers processes, decisions, materials, and methods used that may be innovative or unique, and they reflect on what was shown in the Submission Package. We share immense gratitude to Site Visit Contacts, clients, and/or community partners who open and share their space with the Jury, Moderator, and members of the Honor Awards Committee.

PROJECT TOURS GUIDELINES

Timelines

Call for Submissions

- **Thursday, August 1** | Submissions open.
- **Wednesday, September 11** | Early bird submission deadline.
- **Wednesday, September 25** | Final submission deadline. All submission form(s) and payment must be completed online by this deadline, no exceptions.
- **Thursday, October 3** | Submissions posted to the online gallery for public viewing.

Jury Deliberations

- **Friday, October 25** | The jury completes their initial review of all submitted projects. During this review, they will determine which eligible BUILT projects they would like to visit.
 - The Honor Awards Committee will contact and coordinate visits with Site Visit Contacts (indicated by submitters) by Monday, October 28. **Site Visit Contacts must be authorized to organize a hosted site visit on Sunday, November 3.**
 - **SITE VISITS ARE ANONYMOUS.** The project design team shall not be present nor notified.
- **Friday, November 1** | The jury arrives in Seattle
- **Saturday, November 2** | The jury deliberates and determines a shortlist of projects and prepares for project tours the next day.
- **Sunday, November 3** | Project Tours occur, followed by the jury finalizing their selection of this year's award recipients for all award categories.
- **Monday, November 4** | The jury will discuss and present their official award selections for the first time on-stage at the Live Event at Town Hall Seattle. Awards are the final determination of the jury.

Tour Eligibility

BUILT projects that are within reasonable driving distance of downtown Seattle are considered available for site visits. These projects are located roughly within a one-hour one-way drive: north to Everett, east to Issaquah, south to Tacoma.



Time Allotted

While project sizes and complexity may vary, each project should receive 15 minutes of the Jury’s attention, including exterior and interior spaces. Larger or more complex projects may be given more time such that the Jury may form a more complete impression of the project, but not more than 30 minutes. Time allotted will be estimated in advance by the Tour Coordinator and shared with the Site Visit Contact during initial tour scheduling and again upon arrival at the project site.

Participants & Roles

Attendance is limited to the Jury, Moderator, and designated Honor Awards Committee members.

Participant	#	Role during Project Tours
Jury	3	Observe and reflect on processes, contexts, and insights, and consider how projects compare to specific and/or global conditions as well as the Submission Package. Discuss parameters of project selection; continue thinking about how observations may be shared during the Live Event on Monday.
Moderator	1	Assist with answering questions about Seattle, the region, history, present day considerations, and influences that shape the community.
Committee Co-Chairs	2	Host the jurors, answer process questions about the overall program and the Live Event on Monday, support next steps after Project Tours. <i>Thank site visit contacts for opening their space to the Jury and Committee.</i>
Driver	1	Drive and park the van safely to/from each site and return to home base.
Tour Coordinator	1	Act as navigator to Project Tour stops; greet on-site contacts and remind them of guidelines (including keeping design firm anonymous and only answering juror questions if asked); keep tour moving and on schedule to next stop. <i>Thank site visit contacts for opening their space to the Jury and Committee.</i>
Tour Support	1	Assist committee Co-Chairs as required; assist Tour Coordinator with on-site contacts; arrange coffee breaks and mid-tour lunch reservations, as applicable.
Photographer	1	Document the Jury and Project Tours; images to be shared as “behind the scenes” preview prior to show time at the Live Event on Monday.
<i>Total</i>	10	

Expectations

Project Tours are to be ANONYMOUS, meaning that architectural project design team members are NOT to be notified or present during the visits. Site Visit Contacts should NOT plan or expect to give guided tours of the project. Site visit contacts are NOT to presume that a site visit will result in an award for the project.

Jury members MUST rely on the project information provided in the Submission Package, in addition to what they observe in-person during Project Tours. Site Visit Contacts may NOT share information that isn’t already reflected in the Submission Package, outside of their general experience of the project.

ALL participants are expected to keep all discussions confidential throughout the jury process. NO Honor Awards Committee participants are to speculate as to the outcomes of the jury’s deliberations before their decisions are announced during the Live Event on Monday.



All participants need to be sensitive and respect that Site Visit Contacts, clients, and/or community partners are sharing spaces that are meaningful to them and represent significant investments of their time, energy, thought, and dollars. It is a privilege to participate in Project Tours, and we thank Site Visit Contacts for opening their space to the Jury and Committee.

We encourage Submitters to share this document with the “Site Visit Contact” for each eligible BUILT project submitted to communicate process and expectations related to a potential Project Tour ahead of time. The Tour Coordinator will be sure to share this document again when coordinating selected visits with Site Visit Contacts by Monday, October 28 and will reiterate expectations during Project Tours on Sunday, November 3. Thank you for your support in ensuring this is a thoughtful experience for all involved!

Thank You!