AWARDS PROGRAM CHECKLIST

POWER POINT SUBMISSION

☐ Do NOT alter the font size, color, type, or location of the text or color of the background.

☐ No animations, overlapping photos or hyper links in the Power Point submission. If these are used, the submittal will be disqualified. Use digital images in provided template only.

☐ Obtain clearances for use of photographs in conjunction with publicity and recognition of the project.

☐ Remove architect or firm name, logo, project identification or any symbol or identifying marks on slides except the credit slide. The only exception to this rule is a fixed, permanent building sign is allowed on image slides.

☐ Slide .01 shall include a brief program summary of 25 words or less and a program statement of 250 words or less. The building area, cost per square foot, construction cost, and date of completion shall be indicated on the right-hand side of the Power Point template. Any information that conveys the architect, firm or name of the project MAY NOT be included on this slide.

☐ Slides following slide .01 shall be used for image slides. Each submission must have between 8 and 12 image slides and 2 information slides. Submissions must include at least 1 plan and 1 image in the image slides. There may be multiple images on an individual slide, however all images must fit within the 7” x 7” square indicated on the sample slide. The maximum size of the Power Point submission (presentation) file, in its entirety, should not exceed 15 mb.

☐ The credit slide will be the last slide of your submission. It shall include the project name, project location, owner/client, architect(s) of record including names and addresses, project team, landscape architect, consultants, general contractor and photographer(s).

☐ Submit (2) Power Point presentations online using the button below: one with a credit slide and one without. Please identify the files by Entry number - example: “A-00 (w/credit slide) / A-00 (w/o credit slide).” Email submissions will not be accepted. Deadline for receipt of Power Point submission to AIA Louisiana, is 4:00 p.m., July 15, 2020.

☐ For publicity purposes, please include 2 separate photos (300 dpi and 8mb or less) of your project in the upload.

PRESENTATION BOARD

☐ Board submissions shall include a single rigid 40” x 40” laminated foam core board, with a ½” diameter hole centered 2” from the sides of each corner of the board for mounting.

☐ Plain paper-faced foam core board will not be accepted.

☐ Presentation method is open but must be limited to two-dimensional displays. Displays may use plans, sections, renderings, photographs, etc. to clearly explain the project.

☐ Maximum thickness, including the Board, at any point on any display shall be ¾”.

☐ No three-dimensional displays will be accepted.

☐ Assigned entry number must be placed on the upper left side of the board and should be ½” high and black on a white background. Boards with no entry number will be disqualified.

☐ Board should be identified only by entry number. Architect or firm name, logo, project identification or any symbol or identifying marks are not allowed on board. The only exception to this rule is a fixed, permanent building sign is allowed on photographs.

☐ Printed black and white copy of your Power Point “Project Credit Slide” shall be sealed separately in an envelope identified only by entry number and taped to the back of the Presentation Board.

☐ Receipt of presentation board should arrive on or before noon on Wednesday, September 23, 2020 to: Gulf Coast Event Services ATTN: AIA Louisiana Awards Program Board, 17257 La Hwy 44; Unit 2, Prairieville, La. 70769. In lieu of shipping, you may hand-deliver your board by noon, Wednesday, September 23rd to DoubleTree Hilton Lafayette, ATTN: AIA Louisiana Awards Program Board, 1521 W Pinhook Road, Lafayette, LA 70503. Boards received after noon on Wednesday, September 23rd, will NOT be accepted.

REMEMBER: the Awards program is made up of two sections – the Power Point submission and the Presentation Board. Both the Power Point and Presentation Board must be submitted in order to qualify your project in the Awards Program. Failure to submit all material will be grounds for disqualification.