



# Engineering Excellence Award Checklist

- \_\_\_ Official Entry Form Complete with Signatures
- \_\_\_ Official Entry Notebook
- \_\_\_ Client/Owner Letter Addressed to ACEC (*one page*)
- \_\_\_ Executive Summary (*one page*)
- \_\_\_ Project Description (*not to exceed five pages*)
- \_\_\_ At Least Ten Different 8 X 10 Color High-Quality Still Photos
- \_\_\_ CD-Rom Showing Key Aspects of, or Related to, the Project
- \_\_\_ Include Before and After Shots of the Project
- \_\_\_ Identify Each Photo with Firm Name/Caption on a ***Separate Sheet of Paper***
- \_\_\_ On Disc or CD-ROM Ten+ High Quality Digital Version of all Photos
- \_\_\_ Remove All Company Names/Captions from Photos before Creating Digital File
- \_\_\_ Reproducible Company Logo
- \_\_\_ Professionally Shot Video is Welcome, *but Not Mandatory*
- \_\_\_ For “Studies, Research, Consulting” Entries – Include Supplementary Report
- \_\_\_ Entry Fee \$200 for ACEC/AZ Members; \$1,500 for Non-ACEC/AZ Members
- \_\_\_ Photographic Display Panel **MUST BE EXACTLY 29 3/4” x 29 3/4”** – Made of Duraflex (*or an equivalent*), Laminated Over the Front & Mounted on Foamcore.  
**Allow a 1.5” margin on all 4 sides of panel** (*no writing or photos in margin space*)
- \_\_\_ Maximum of Six 7” x 5” or 35 sq. in. Color High-Quality Photos on Panel Display
- \_\_\_ Verify Titles/Logos and Follow Requirement for Panel Display
- \_\_\_ Back of Panel Display Should Include Firm Name/Address/Project Name/Type of Project
- \_\_\_ Award Banquet Sponsorship Form sent to ACEC/AZ
- \_\_\_ Schedule Award Banquet on Calendar for Attendees and Send Out Invitations