



ENTRY SUBMISSION INFORMATION

Thank you for participating in the ALA 2019 Design Awards Program. Here are entrant requirements, followed by helpful guidelines depending on project.

Most Important...Put forth your project in its best light. Show the judges how your project is worthy of an award, by featuring its highlights with concise readable text, plans and photographs. Keep in mind the judging process is limited in time. It is essential to focus on the best aspects of your project that make it award worthy.

You may re-submit previous projects that have not won an ALA award in the past.

Entrant Requirements:

1. All entries must be submitted and exhibited on **one or two 20" x 20" x 1/4" (or 1/2") foam boards** (or other suitable rigid, warp-proof, lightweight material). Boards must conform to the specifications indicated.
2. **IMPORTANT: Place the firm's name in the top left corner within a 3" x 5" area. ***
Firm name will be covered during the judging so that entrants' identities are anonymous to the judges. Boards that don't comply must be reproduced.
3. **Concealed Identification Form** must be included with each submission. Identify the architect or other submitting firm, name of designer, photographer (if applicable), name and location of project, and name of owner. Anonymity of all entries will be scrupulously maintained.

Guidelines for Preparing Boards:

Boards should include the following items, adjusted by project, so that the jurors are able to fully comprehend and judge the submissions.

1. Plans: Legible site plan and floor plans, to scale (graphic scale acceptable), and as large as possible. Floor plan and site plan may be combined. Contextual plans to best show and explain the process.

2. Photographs: Professional quality, color photos are recommended. **Rendered drawings or computer generated graphics are not acceptable in any category other than Unbuilt designs.**

a. Overall photograph that best depicts the nature of the project.

b. Exterior (not required for Interior Architecture category). A minimum of two (2) photographs, which together show all principal exposed sides of

building. In case of a group of buildings, use sufficient photographs to show principal buildings.

c. Interior. A minimum of two (2) photographs.

d. Unbuilt projects. Perspective renderings, exterior and interior elevations, sections, and photographs of models are encouraged.

e. Renovation/Restoration projects. Include photos and/or details of **before and after.**

3. Written Description: Concise, readable explanation of the project that should include some of the following:

a. Program - A simple, straightforward description of the essential elements in the program which the plan was designed to serve.

b. Project Specifics - Date project was completed; area of building; cost of construction; budget; etc.

c. Special or unusual conditions - such as those associated with site; existing facility or program requirements.

d. Technical data - including: type of construction, materials, mechanical systems, energy response, and a description of design responses.

e. Contextual relationship

f. Community relationship -Social Issues.



Terms of Submittal:

All entries are accepted with the explicit free right of publication, reproduction and use by ALA and its sponsors without need for further approval. ALA shall not be responsible for protection of submission. Submissions may be picked up at the Awards Ceremony on Monday, October 28, 2019 or at ALA headquarters by Thursday, December 12, 2019.

Boards must be postmarked or delivered to the ALA office **by Friday, August 16, 2019** at:
ALA, One East Northwest Hwy., Ste. 200, Palatine, IL 60067. ALA will not issue any extensions.