



2014 EEA SUBMISSION CHECKLIST – FOR BLACK 3-RING 1/2" BINDER

- Official Entry Form
 - Do the project completion or disclosure dates fall with the range of November 1, 2011 and October 31, 2013?
 - Do I have the signature of the Firm's Principal?
 - Do I have the signature of the Client/Owner?
- Have I included 15 copies 3-hole punched of the Official Entry Form in the envelope?
- Have I included a 1 page letter from the Owner/Client?
- Is the Executive Summary limited to 1 page and double-spaced?
- Is the Project Description limited to 5 pages and single-spaced?
- Have I included the 6 photographs? Are they labeled on back?
 - Did I include three photographs of the completed project?
 - Did I include three photographs of the planning, start-up, and/or construction phase of the project?
- Have I included the panel (small 8.5" x 11" version)?
- Have I included the 2 CD-ROMs? Are photographs prepared as JPEGs, RGB, 300dpi, sized to 8.5" x 11"?
- Do the CD-ROMs include the following items in order and titled as shown?
 - Official entry form
 - Executive summary
 - Project description
 - Six photos or graphics
 - Photographic display panel (small version)
 - Media list in Excel format
 - PowerPoint file
- Have I attached my entry fee to the Official Entry Form?
- Please be sure the contact listed on the Official Entry Form will be available on January 22, 2014. (phone calls will only be made if there are clarifications or additional information required for your submittal)
- If this is a Category A submission, have I included supplemental report documentation?

WWW.ACEC.ORG

