

RENO

M A G A Z I N E



RENO MAGAZINE AND AIA NORTHERN NEVADA 2007 DESIGN AWARDS SUBMITTAL INSTRUCTIONS

Thank you for entering the 2007 RENO Magazine AIA Northern Nevada Design Competition.
Your entry number will be supplied by AIANN.

SUBMITTAL INSTRUCTIONS:

A - SUBMITTAL BINDER

1A. Each entry must be submitted in a black, hard cover, one-inch, 3-ring binder (10 1/2" x 11 1/2") with no identifying features.

2A. You will be provided with a sheet of labels containing your registration number which must appear on the outside spine of your submittal binder and on the back of each item (photos, sketches, floor plan, elevation, slides, etc) that is included inside your submittal binder.

3A. No other identification (firm name, logo, etc.) can appear on any item or in any photo or graphic image inside your submittal binder. Submittal materials that include identification of the firm will be disqualified.

4A. This number must also be included on all the materials included in your Project Identification Envelope (included with your binder) and on the back of your Exhibit Board.

5A. Fill out the Project Description - Form A, included on this web site and insert it into the front page of your submittal binder. You may create your own description form; however, it must be legible and contain the same information in the same order as the supplied form.

6A. Your design statement should be concise and briefly describe the goals and objectives of the design. This paragraph should include any unique aspects or challenges of the design approach and the solutions applied.

7A. Other suggested materials to include in your submittal binder are Site Plan, Floor Plans, Sections, Elevations, Interior / Exterior Photos (or model shots) to a maximum of 20 images. Each item that is included must fit within the 8 1/2" x 11" format. Do not include folded pages.

B - PROJECT IDENTIFICATION ENVELOPE

1B. The Project Identification Sheet- Form B, included on this web site is for internal use and will not be seen by the Jurors. It identifies your firm and the project. Please complete the Form B including the complete name and addresses of all persons, firms and consultants involved in the project. This form, along with a CD containing three (3) digital jpeg or tiff images (no larger than 15MG), and the Intern Compensation Disclaimer MUST be included in a sealed envelope at the back of your Submittal Binder.

C - PROJECT EXHIBIT BOARD

1C. All entries will be displayed the evening of the Gala.

2C. Boards MUST be 24" x 36" white or black 1/4" foam core and may be individually designed, vertically oriented but MUST include:

- A minimum of two photographs/images of the project
- Firm, project identification, description of project or design statement
- The phrase "2007 RENO Magazine AIANN Design Awards" in 48pt. Times New Roman type located in the top right hand corner of the board

D - DEADLINES

1D. Submittal Binder & Exhibit Board must be received at the AIA Northern Nevada Office by 5:00 p.m. Friday, December 1, 2006.

2D. Late submittals are due December 2-15, 2006 by 5 p.m. with an additional late fee of \$50 per submission.

If you have questions or need additional information, please contact Joan Jeffers, Executive Director, AIA Northern Nevada - 775-827-6600.

Projects will be juried on Friday, January 26, 2007. Award Recipients will be announced at the RENO Magazine AIANN Award Gala and Presentation Ceremony on Wednesday, May 2, 2007. The Design Awards Committee is working on securing an architecturally exciting location for this years gala. Watch for the announcement coming soon.