

2019 ENGINEERING EXCELLENCE AWARDS IMPORTANT DATES & CHECKLIST

IMPORTANT DATES:

September 28, 2018: Deadline for Initial Entry Form

November 2, 2018: Deadline for Confirmation of Entry and Entry Fee

November 30, 2018: Deadline for delivery of materials and panels to ACEC Washington office

December 6, 2018: Judging of ACEC Washington entries (both tracks)

January 4, 2019: All materials must be received by ACEC National

January 16, 2019: A company representative must be available by phone (National entries)

January 18, 2019: ACEC Washington Awards Banquet

February 6-10, 2019: National Awards Judging

May 7, 2019: Engineering Excellence Awards Gala in Washington, D.C.

QUESTIONS?

Contact:

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Note: All entries (National and State) follow ACEC-WA submittal requirements. Only those entries selected as eligible for ACEC Nationals in Washington, D.C. must follow the additional ACEC National submittal requirements.

SUBMISSION CHECKLIST FOR ENTRIES

National Projects

- Official Entry Form
- Do the dates fall within the range of November 1, 2016 and October 31, 2018?
- Do I have the signature of the Firm's Principal?
- Do I have the signature of the Client/Owner?
- Have I included a one-page letter from the Owner/Client?
- Is the Executive Summary limited to **one-page and single-spaced**?
- Is the Project Description limited to **six pages**?
- Have I included the 20"x20" panel?
- Have I included the six photographs?
- Are they labeled with photo number and caption?
- 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)? Are photographs prepared as JPEG file, RGB format, High Resolution (300 dpi)?
- Are all the documents, photos, PowerPoint, and panel included on the USB drive?
- Please be sure the contact listed on the Official Entry Form will be available on January 16, 2019.
- If this is a Category A submission, have I included supplemental report documentation?

Best in State Projects

- Official Entry Form
- Do the dates fall within the range of November 1, 2016 and October 31, 2018
- Do I have the signature of the Firm's Principal?
- Do I have the signature of the Client/Owner?
- Have I included a one-page letter from the Owner/Client?
- Is the Executive Summary limited to **one-page and single-spaced**?
- Is the Project Description limited to **six pages**?
- Have I included the 20"x20" panel?
- Have I included the six photographs?
- Are all the documents and photos included on the USB Flash Drive?