

# 2022 ENGINEERING EXCELLENCE AWARDS

## IMPORTANT DATES & CHECKLIST

### IMPORTANT DATES:

November 5, 2021: Deadline for Initial Entry Form

December 10, 2021: Deadline for submission of materials and entry fee

December 13-17, 2021: Judging of ACEC Washington entries (both tracks)

January 7, 2022: All materials must be submitted to ACEC National

January 20, 2022: A company representative must be available by phone (National Entries)

January 28, 2022: ACEC Washington Awards Presentation

February 18-20, 2022: National Awards Judging

April 27, 2021: Engineering Excellence Awards Gala in Washington, D.C.

### QUESTIONS?

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*Note: All entries (National and State) must follow ACEC-WA submittal requirements. Only those entries selected as eligible for National Awards must follow the additional ACEC National submittal requirements.*

### SUBMISSION CHECKLIST FOR ENTRIES

#### All Projects

- Official Entry Form
- Do the dates fall within the range of November 1, 2018 and October 31, 2021?
- Do I have the signature of the Firm's Principal?
- Do I have the signature of the Client/Owner?
- Have I uploaded a one-page letter from the Owner/Client?
- Is the Executive Summary limited to **one page and singled spaced?**
- Is the Project Description limited to **six pages?**
- Have I uploaded a digital version of the 20x20" panel?
- Have I uploaded the six photographs?
- Are they labeled with proper captions?
- Are all of the documents, photos, and panel uploaded to the submission portal?

#### National Projects

- Did I upload three photos of the completed project?
- Did I upload three photos of the planning, start-up, and/or construction phase of the project?
- Please be sure the contact on the Official Entry Form will be available on January 20, 2021.
- If this is a Category A submission, have I included supplemental report documentation?