



PROFESSIONAL EXCELLENCE AWARDS PROGRAM

FIRM AWARD GUIDELINES

Below is important information regarding the preparation of your submission to the AIA Chicago awards program. Failure to comply with the guidelines may result in disqualification of the submission. Please read all the information carefully.

SUBMISSION DEADLINE: 5:00 p.m. on Thursday, October 14, 2010

If you have any questions regarding the preparation of your submission, please contact Joan Pomaranc, program director at AIA Chicago, at (312) 376-2720 or pomarancj@aiachicago.org.

OBJECTIVES

The purpose of the AIA Chicago Firm Award is to recognize outstanding achievements by a firm; excellence in the body of work produced by the firm over the last ten years; and the contribution made by the firm to the advancement of the architectural profession in the areas of design, research, planning, technology, and architectural practice. The award also seeks to acknowledge the distinctive characteristics or personality of the firm and its operations. This award is given for the collective achievements of an organization, rather than for the individual contributions of firm principals.

ELIGIBILITY

Membership in AIA Chicago is required. Successor firms may be considered as long as the collective body of work presented is that of a majority of the remaining principals. While the jury will examine the entire history of the firm, particular attention will be given to the work of the past ten years.

JUDGING

A jury of architects from one of the larger chapters in The American Institute of Architects will convene in November to review the submissions to this year's competition. The winner will be notified as soon as possible after the deliberations of the jury. The winner may be asked for additional materials to be used in publicizing the award in *Chicago Architect*, in the architecture media, and on the Chapter's website.

PRESENTATION OF AWARDS

The Professional Excellence Awards will be presented at the Holiday Party and Annual Meeting of AIA Chicago which will be held in early December 2010.

SUBMISSION CONTENT AND INSTRUCTIONS

The following documentation should clearly demonstrate the ongoing quality of the firm's contributions:

- History of the firm, including a description of its founding; areas of practice; significant projects; past principals; and notable achievements. This narrative should not exceed two pages.
- Biographical information on the firm principals currently in active practice.
- No more than forty graphic images (photographs and/or drawings) of representative work over the past ten years of practice. The selection of images should be comprehensive enough to demonstrate a consistent pursuit of excellence.
- List of awards, honors, or other recognition received by the firm.
- List of books, articles, or publications written about the firm's work or professional contributions; published materials written by or about the firm may be included.
- Firm data sheet should be completed and signed by the principal responsible for submitting the entry.

SUBMISSION FORMAT

Materials should be assembled in a binder, booklet, or box. The format may be determined by the firm, but the submission should not be larger than 11" x 17". Entries will be returned to applicants who are not selected for the award, but please do not send original materials.



FIRM AWARD ENTRY

Firm Name: _____

Address: _____

City, State, ZIP _____

Contact Person: _____

Telephone number _____

Email address _____

Founding Year: _____

I affirm that this entry meets the eligibility requirements as stated in the Call for Entries. I have reviewed the information above to assure that it is accurate and complete. I understand the information may be used for publication and for public relations purposes. I verify that the entry is entirely the work of those listed in this form.

Signature: _____ Date: _____

Name: _____

Position: _____