

AIA New York Chapter

The Founding Chapter of The American Institute of Architects



2009
Design Awards

CHECKLIST

For your use. Do not submit

Registration

- Registered on Acteva
- Received username & password for online submission information

Submission Information

- Completed project information (online or on supplied datasheets)
- Firm and Associated credits supplied
- Print Title Sheet
- Print Release Form

Release Form

- VERY IMPORTANT:** Form(s) are signed by owner and copyright holder of the identified materials.

Contents of Submission Binder:

- Registration ID label affixed to cover of binder
- Title Sheet placed in first sleeve of binder
 - o **One** Category checked
 - o No identifying information of architect or firm.
- Images (max 10; labeled to correspond with uploaded image file names*)
- Site Plan
- Floor plans and/or sections
- Release Form

(*Uploaded images should be no larger than 800px x 800px. All images – a maximum of 10 – should be uploaded)

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