



2008 New Practices Competition CHECKLIST

For your use. Do not submit.

Registration

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

Submission Information

- Print Release Form
- Images uploaded (low-resolution)
- Narrative text (500 word max.) entered

Release Form

- **IMPORTANT:** Form is signed by owner and copyright holder of the identified materials.

Contents of Submission Binder

- Registration ID label affixed to cover of binder (top right)
- Images included
- 500 word firm narrative included (first page)
- Release form
- Other information you wish to include
- Submission must NOT exceed 10 pages + narrative.

All submissions are the property of the AIA New York Chapter and will not be returned.

The AIA New York reserves the right to display your submission in the New Practices New York Showcase exhibition.