

## Design Award Submittal Template

### **Section 1 – Entrant Identification**

Name of AIA Northern Virginia submitting member:

Contact information:

AIA Number:

Name and contact information of firm entering submission:

Submitting firm website:

Design Architect Firm Name:

Architect of Record Firm Name:

Project Category:

Project Name:

Project Location (City, State):

Date of project completion:

Is the project green building certified (e.g. LEED®, WELL, Enterprise, ENERGY STAR, etc.)

Project Statement (same statement that you include in the Jury PDF – just copy/paste here):

Would you like the submission to be forwarded to the Arlington or Fairfax County award programs? Yes or No

Project owner name and contact information (do not include if the client/owner wants it to be confidential)

Project team members including general contractor and other project consultants (names, email, phone and address)

List key suppliers for the project:

## Section 2 – Jury PDF

Assemble Jury PDF prior to submitting online. View [Jury PDF instructions and specifications](#) and [Jury PDF Page 1 template](#).

## Section 3 – JPG Images for PR purposes

Provide 5 image files in JPG format for use in the presentation awards at the Design Awards Celebration, on the AIA NoVA website, social media and anywhere else where Design Award winners will be showcased. (Upload in order of preference with 1 being most favored image).  
Reminder: These JPG images will NOT be viewed by jurors.

Image Requirements:

- JPG file format
- No words or captions on the image
- 300dpi and no smaller than 4" x 6"
- File size no larger than 5MB each
- Photo credit for each photograph uploaded.
- Photo Release Acknowledgement: All project photographs must credit the photographer and have rights cleared and permissions to allow for use by the Chapter.
- File Naming Convention:
  - JPG\_[CATEGORY NAME]\_[PROJECT NAME].pdf  
(e.g. JPG\_RESIDENTIAL\_SMITH RESIDENCE.pdf)

If you have any questions about the submittal process or encounter difficulties submitting a project, please contact the Chapter Staff at [jaclyn@aianova.org](mailto:jaclyn@aianova.org).