

HELPFUL HINTS IN SUBMITTING AN ENTRY IN ACEC/MO'S ENGINEERING EXCELLENCE AWARDS PROJECT COMPETITION

(Read and reread the ACEC/MO "Preparing Your Entry")

1. Ask yourself now - IS YOUR PROJECT ELIGIBLE?

- Will the owner/client sign the entry form?
- Is the project substantially completed and ready for use between November 1, 2016 and October 31, 2018? Project can be in another state.
- Does your project fit the judging criteria?

2. Entry Form

- Complete all information requested.
- Obtain **ALL** necessary signatures.
- Firm should submit **\$350** non-refundable Missouri entry fee along with project submittal.

3. Notebook Requirements – See ACEC/MO Call for Entries

4. Rating Guidelines for Judging & Criteria

- The definitions of rating guidelines and judging criteria are listed in the ACEC/MO Engineering Excellence Awards Competition Call for Entry Rules.
- If you were a judge, could you find the information **in the notebook** that clearly complies with and addresses each of the listed criteria?
- Judges receive a copy of the Official Entry Form, Client/Owner Letter, Project Description, 6 Different Photos or Graphics, Media List, USB Flash Drive, and Supplemental Report (Category A only) in a black, 3-ring, ½" binder for the judging.

5. If you are a state winner

- You will need to complete two (2) 30" x 30" photographic panels (one to go on to national and one to display at awards banquet). You will also need to complete the Submission Requirements if you plan to submit your entry on to ACEC (entry information will be emailed to firms after state competition).
- Your first 30" x 30" panel for national will be sent on to ACEC the beginning of January and the other 30" x 30" panel will be released to you after the Awards Banquet on February 9, 2019. The notebook will be returned to you after the Awards Banquet as well.
- You must comply with ALL of the national requirements to compete in the national competition.
- Panel, USB flash drive and Official Electronic Submittal to ACEC must be received no later than January 4, 2019. Submitted materials will NOT be returned to you after the national competition.
- ACEC national entry fee of \$1,200 must be submitted online if competing in the national competition. Information will be sent to firms after state competition.

Call Dawn Hill at ACEC/MO 573-634-4080 with any questions, email: DawnHill@acecmo.org.