

ACEC Missouri

AMERICAN COUNCIL OF ENGINEERING COMPANIES OF MISSOURI

EAA Project Entry Checklist (for black, 3-ring, 1/2" binder)

Please refer to ACEC/MO's Call for Entry Rules for additional information on the following items (must include ONE COPY of the following in the notebook):

- Official Entry Form** –
Do the dates fall within the range of November 1, 2016 and October 31, 2018?
Do I have the signature of the Firm's Principal?
Do I have the signature of the Client/Owner?
- Client/Owner Letter** –
Have I included a one-page letter from the Owner/Client?
- Project Description** –
Is the Project Description limited to six pages?
- Six different Photos or Graphics (Photo 1, Photo 2, etc.)** –
Are they labeled on back?
- Media List** –
Have I included the media list in Excel format?
- USB Flash Drive** (to include Official Entry Form, Client/Owner Letter, Project Description, six (6) photos or graphics & photo captions, and Media List) –
Have I included all the items listed above on the USB Flash Drive?
- Supplementary Report** (Category A entries only) –
If I have entry in Category 'Studies,' have I included copy of the Supplementary Report?
- Entry Fee of \$350** –
Have I inserted my entry fee in front pocket of entry notebook?

All materials are due by **Wednesday, October 24, 2018**. Firms must meet the above requirements in order to be judged.

Send notebook, USB flash drive and check to:
ACEC Missouri, Attn: EEA Competition, 200 E. McCarty Street, Suite 201, Jefferson City, MO 65101
Questions: Contact Dawn Hill at (573) 634-4080 or email at DawnHill@acecmo.org