

# ACEC AWARDS SUBMISSION CHECKLIST

## Preliminary State Entry Requirements:

- Complete Official Entry Form
- \$650, non-refundable entry fee payable ACEC/MN
- One photograph, drawing or artist rendering, table/chart that indicates nature of project or achievement
- 125 word description of the project – preferred format: Microsoft Word
- Send entry materials via email to [lpeterson@acecmn.org](mailto:lpeterson@acecmn.org)
- Send entry fee to: ACEC/MN, Attn: Awards Fee, 10201 Wayzata Blvd, Suite 240, Minnetonka, MN 55305

## Final State Entry Requirements:

- Original **Signed Entry Form**
  - Signed by owner/client
  - Signed by engineer
- One page **Executive Summary** – 1” margins, minimum 12 pt. font describing – problem and solution
  - Project Title and Entry Category at top of page
- Five page **Project Description** – 1” margins, minimum 12 pt. font describing
  - Project Title and Entry Category at top of page
  - Addresses role of entrant firm
  - Addresses role of other consultants participating in project
  - Original or innovative application of new or existing techniques
  - Future value to engineering profession
  - Social, economic, or sustainable design considerations
  - Complexity
  - Exceeding owner/client needs (include total budgeted costs, total actual cost, entrant’s portion of budgeted costs, entrant’s portion of actual cost, schedule, and actual date of completion)
- Client/Owner Letter** addressed to ACEC, describing the relationship the client/owner had with the entrant
- Six high-quality **Photos/Graphics**
  - Name/Caption on each photo
- Press Release** – not to exceed two pages, double spaced
- 500 words (or less) **Jury Statement**
- 125 Words (or less) **Brief Summary**
- CD- ROM** labeled with firm name, project name, and category