

GENERAL INSTRUCTIONS

ATTENTION!! *Please follow all instructions and rename all folders and documents as requested or Entry will be returned to you. ** DO NOT alter any part of the power point formatting or Entry will be returned to you.*****

1. A Folder entitled ASID_2018 ENTRY PACKET has been sent as a .zip file to the e-mail address you provided on your order form, along with these General Instructions.
2. Unzip and open the Entry Packet folder. In it, you will find four items:
 - A folder labeled "Entry_ *Insert Number Here* and Return",
 - The Concealed ID Form,
 - The Release Form, and
 - The General Instructions
3. In the folder named, **"Entry_ *Insert Number Here* and Return"**, please complete the following:
 - a. **HIGH RES IMAGES FOLDER - Rename this folder as your entry number (Example - 001, 050, 063, etc.)** Please include High Resolution images of your photos only (minimum 600 dpi). Please do not include images of floor plans. Should your project receive an award, these images may be used in future publications in accordance with competition rules and criteria. If you do not furnish high resolution images, your photos will not be included in future publications or press.
 - b. **POWERPOINT ENTRY – The "2018_Power_Point_Template.pptx" is a Power Point template file and should be re-saved with your Entry number as a Power Point file (.ppt or .pptx depending on your version of Power Point). For example, 001.ppt(x)/032.ppt(x)/118.ppt(x), etc.** Do not re-save the template as a new .pot file. By re-saving the file, you ensure that you have preserved a clean copy of the template in case you make a mistake or need to create more than one entry from the template. **Do not alter any part of the power point formatting. All Entries are to be consistent.**

 The "2018_Power_Point_Instructions" gives detailed information for each slide and is self-explanatory. You may toggle back and forth between the instructions and slides at any time through your Power Point template by selecting "View – Notes / Normal". (Do not return this)
4. For the Forms documents, please complete the following and **save each individual document to the "Entry_ *INSERT NUMBER HERE* folder. (Please DO NOT make a separate "Forms" folder.):**
 - a. **CONCEALED ID FORM – Rename this form as *your entry number* _CIDF (Example - 001_CIDF, 050_CIDF, 063_CIDF, etc)** This has been provided as a PDF Form that you can complete on the computer.
 - b. **RELEASE FORM – Rename this form as *your entry number* _RF (Example - 001_RF, 050_RF, 063_RF, etc)** This also has been provided as a PDF Form that you can complete on the computer. However, your signature is required indicating that you have obtained permission from the client, architect, photographer and any other appropriate parties to use their project information and/or photos in this competition. You may electronically sign or print and sign. Then return (via scan/email or mail) the signed copy. By ordering an entry packet and submitting your entry along with this form, you agree that ASID has all permission necessary to publish and/or use for any other purpose it deems necessary your photos and entry information with no further requests for permission. (This mostly applies to your photography as some photographers require additional fees for duplicate/published photos. ASID will not pay any photography fees associated with publishing your photos.
5. Once you have included all of the files necessary in the folder, change the name of the folder "ENTRY_ *INSERT NUMBER HERE* AND RETURN" by left-clicking one-time on the Folder text or by right-clicking the folder and selecting "Rename" from the drop-down menu. For example, **your folder should look similar to this: Entry_001 / Entry_032 / Entry_118 , etc.**
6. **For example, if you have entry 045, the returned items will be: A folder "Entry_045" containing these items: another folder "045", "045.ppt(x)", "045_CIDF" and "045_RF"**

YOU HAVE TWO OPTIONS OF RETURNING YOUR ENTRY

OPTION 1 - VIA DROPBOX

For those of you who do not yet have a free Dropbox account and would like one, follow these steps: (For those that do, skip to #5)

1. Go to www.dropbox.com and click on "Create an Account"
2. Complete the boxes asking for your name, you email address and your password. If you agree to the Dropbox terms, then place a check in the box and click "Create Account"
3. Dropbox will begin downloading on your computer. Follow the on screen instructions to complete the process.
4. Depending on whether you are using a Mac or a Windows PC, Dropbox may look different. Please refer to the "Getting Started" tab in your Dropbox account for any questions.
5. Now click on the "Sharing" tab. It will have a little rainbow icon to the left of the word "Sharing". Click "New Shared Folder". (You may have to verify your email address if it is the first time using Dropbox) Click on "I'd like to create and share a new folder" and name the folder "Entry_ *Insert Number Here*" and click "Next". In the box that says "Invite members to this folder", enter asidscdesigncomp@gmail.com and click "Share Folder"
6. Click on the folder and you may now add the following files using the desktop application or the web uploader:
 - a. The first folder is your renamed version of "ENTRY_ *INSERT NUMBER HERE* AND RETURN"
 - b. The second folder will be Forms folder. Please include the Release Form and the Concealed ID Form in this folder and rename the folder to "FORMS_ *INSERT NUMBER HERE*"

PLEASE CREATE A NEW SHARED DROPBOX FOLDER FOR EACH ENTRY.

7. I will then receive a notification in my email asking me to join your Dropbox folder(s). Once I do, you will receive an email notifying you that I have joined.
8. Entries must be received no later than 5:00 pm, Monday, January 15, 2018.
9. If you would like to receive your Judging Sheet(s), please provide a self-addressed, stamped envelope to the committee (Committee not responsible for incorrect/missing postage). **Please provide one envelope per entry.** We are unable to send more than one packet of judging sheets in a single envelope.

ASID Excellence in Design Competition
ATTN: Meridith Ranouil, CKD, allied ASID
c/o MLH Designs, Inc
124 Kings Row Drive
Little Rock, AR 72207

10. Any questions may be directed to the following email address: asidscdesigncomp@gmail.com Please remember that the design committee is comprised of volunteers. Every effort will be made to answer your questions in a timely fashion. However, most information will be provided after business hours or on weekends. Thank you in advance for your patience and understanding.



SOUTH CENTRAL

2017-18

Excellence in Design AWARDS

OPTION 2 - VIA REGULAR MAIL

6. Right-click on the folder after you have renamed it and select the "Send to" option from the drop-down menu. Select the Drive for your CD from the list of options. Navigate to your C:\ drive and double-click on the CD drive to open the window. From the File menu in the upper left corner, select the "Write Files to CD" option. (If you have a MAC, your instructions may vary slightly.)
7. Wait for your CD to burn. Your computer should eject the CD when it is finished writing. Please re-insert the CD to be sure that your files are there! If you accidentally submit a blank CD, the design committee will alert you immediately and ask you to resubmit a new CD. However, if you are submitting your entry within 1 week of the deadline, we cannot guarantee that your entry will be validated in time for judging. Label your CD (handwritten or computer-generated) with the Category Name and your Entry Number. For example: RESIDENTIAL | Single Space Entry No. 001
8. In the folder named **"Forms – Complete and Return"**, please complete the following:
 - a. CONCEALED ID FORM – This has been provided as a PDF Form that you can complete on the computer.
 - b. RELEASE FORM – This also has been provided as a PDF Form that you can complete on the computer. However, your signature is required indicating that you have obtained permission from the client, architect, photographer and any other appropriate parties to use their project information and/or photos in this competition. Please print and return the signed copy. By ordering an entry packet and submitting your entry along with this form, you agree that ASID has all permission necessary to publish and/or use for any other purpose it deems necessary your photos and entry information with no further requests for permission. (This mostly applies to your photography as some photographers require additional fees for duplicate/published photos. ASID will not pay any photography fees associated with publishing your photos.)
 - c. Please place the Concealed ID form and the Release form together and enclose in a sealed #10 envelope. Hand-write or type your Entry Number ONLY on the front side of the envelope. Do NOT enclose the Category Checklist in the concealed envelope.
8. Place your CD and Forms in an appropriate package or envelope and send to:

ASID Excellence in Design Competition
ATTN: Meridith Ranouil, CKD, allied ASID
c/o MLH Designs, Inc
124 Kings Row Drive
Little Rock, AR 72207
9. You may mail multiple entry CD's in one envelope/package. Please be sure that your CD's and your envelopes are appropriately labeled with your Entry # and Category. **YOU MAY INCLUDE MORE THAN ONE ENTRY ON A CD AS LONG AS THEY ARE INDIVIDUALLY LABELED WITH ENTRY # AND A CORRESPONDING CATEGORY.** Entries must be received no later than 5:00 p.m., Monday, July 25, 2016.
10. If you would like to receive your Judging Sheet(s), please include a self-addressed, stamped envelope with your entry packet (Committee not responsible for incorrect/missing postage). **Please provide one envelope per entry.** We are unable to send more than one packet of judging sheets in a single envelope.
11. Any questions may be directed to the following email address: asidscdesigncomp@gmail.com
Please remember that the design committee is comprised of volunteers. Every effort will be made to answer your questions in a timely fashion. However, most information will be provided after business hours or on weekends. Thank you in advance for your patience and understanding.

CATEGORIES

- I. Residential
 - A. Bathroom
 - B. Kitchen
 - C. Single Space - (part of a larger residence, i.e. bedroom, living room, home office, home theater, etc.)
 - D. Model Home - (uninhabited residence of a temporary nature, etc.)
 - E. Budget Conscious - (budget of \$60 per square foot for new construction or \$40 per square foot for renovation; price per square foot inc all construction, finishes, fixtures and furnishings)
 - F. Residence – Large (+3,500 SF) – (Single Family Home, Apartment, Condo, etc., over 3,500 square feet.)
 - G. Residence – Small (-3,500 SF) – (Single Family Home, Apartment, Condo, etc., under 3,500 square feet.)
- II. Commercial
 - A. Corporate – Large (+15,000 SF) - (office, bank, call center, training facility, non-profit, etc.)
 - B. Corporate – Small (- 15,000 SF)
 - C. Healthcare - (hospital, clinic, nursing home, assisted living facility, medical office, etc.)
 - D. Hospitality – Living - (hotel, resort, bed & breakfast, senior living, etc.)
 - E. Hospitality – Service - (restaurant, bar, country club, golf club, health club, spa, etc.)
 - F. Institutional - (airport, church, school, library, museum, performance theater, etc.)
 - G. Retail - (salon, boutique, gallery, showroom, movie theater, car dealership, etc.)
 - H. Single Space - (reception/waiting area, lobby, boardroom, executive office, breakroom, cafeteria, kiosk, outdoor space, etc.)
 - I. Budget Conscious - (budget of \$80 per square foot; price per square foot includes all construction, finishes, fixtures and furnishings)
- III. Other
 - A. Historic Preservation - (renovation of existing historical structure in keeping with its original purpose)
 - B. Adaptive Reuse - (renovation of existing historical structure in such a way as to re-identify or reuse space, etc.)
 - C. Historical Reference - (new construction/remodel of space to refer to historical period, etc.)
 - D. Specialty - (private or corporate; yacht, airplane, tour bus, recreational vehicle, etc.)
 - E. Sustainable - (residential or commercial; comprehensive projects or singular spaces focusing on environmentally friendly products, installations and/or systems.)
 - F. Custom Detail - (product design or special detail such as millwork, custom drapery, detail created for a specific application, etc.)

RISING STAR AWARDS

Allied members with 1 to 5 years experience may choose to flag their entry as an Emerging Professional. These entries will not compete with Professional Members for the Ovation Award, but will compete only with other Emerging Professionals. One project from the Overall Residential Category and one from the Overall Commercial Category will be selected as a Rising Star Award Winner and represents the Judges' choice of best in category.

NOTIFICATION OF WINNERS

Winners will receive an email and/or letter notifying them that their project has received an award. Information as to specific project or award classification (Gold, Silver, Bronze, etc.) will not be given until the Awards Gala, tentatively scheduled in Fayetteville, Arkansas, on the evening of Saturday, April 7, 2018. No awards will be released prior to the Gala.

There is no guarantee that non-winners will be notified, though the committee will make every attempt if time permits. No CD's or forms will be returned under any circumstances.