CATEGORY:
(Insert Category Here)

Entry Number:
(Insert)

EXCELLENCE IN
DESIGN
SOUTH CENTRAL CHAPTER OF THE
AMERICAN SOCIETY OF INTERIOR DESIGNERS
Arkansas | Louisiana | Mississippi

AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS
ASID

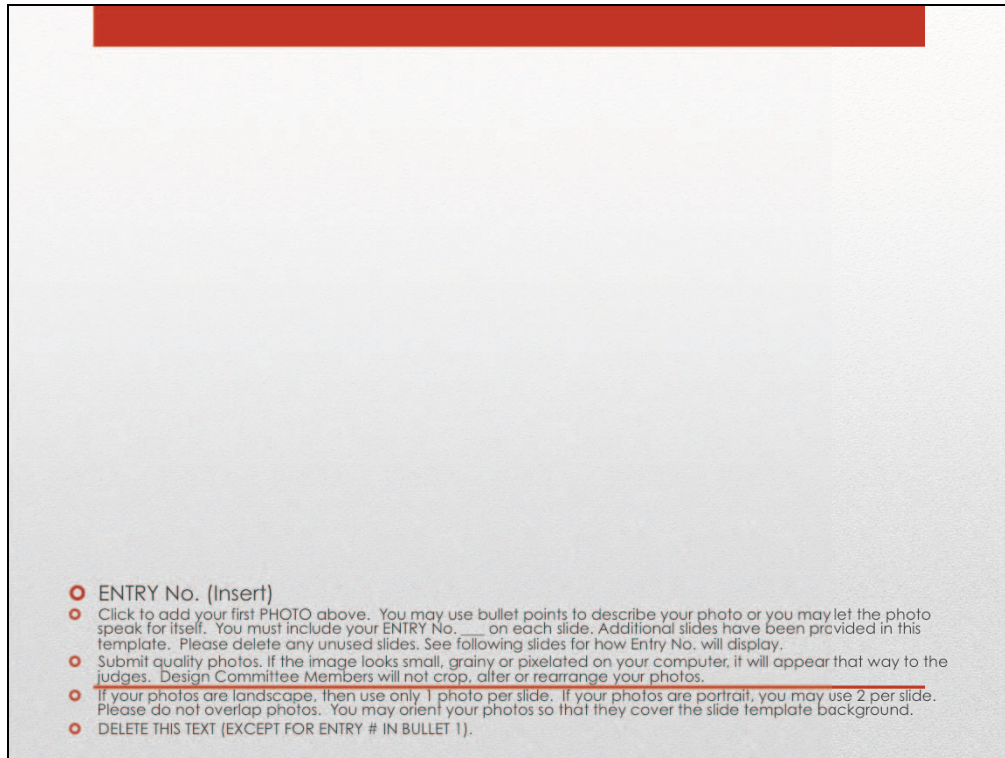**Instructions for Entering your project in the Power Point template provided:**

Do not alter the format of the slide show or your entry will be disqualified or returned for correction.

1. In the slide indicated above, enter the category into which you are entering. Please use the following example as a guide:

RESIDENTIAL | Single Space

Write this information over the (Insert Category Here) so that it replaces this text.

2. Insert your entry number over the (Insert) text so that it is replaced by your entry number. Your Entry number(s) will be sent to you via email with the Entry Packet. Entry Numbers must be included on each slide, subject to disqualification.

○ ENTRY No. (Insert)
○ Click to add your first PHOTO above. You may use bullet points to describe your photo or you may let the photo speak for itself. You must include your ENTRY No. ___ on each slide. Additional slides have been provided in this template. Please delete any unused slides. See following slides for how Entry No. will display.
○ Submit quality photos. If the image looks small, grainy or pixelated on your computer, it will appear that way to the judges. Design Committee Members will not crop, alter or rearrange your photos.
○ If your photos are landscape, then use only 1 photo per slide. If your photos are portrait, you may use 2 per slide. Please do not overlap photos. You may orient your photos so that they cover the slide template background.
○ DELETE THIS TEXT (EXCEPT FOR ENTRY # IN BULLET 1).

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20. This slide depicts the first PHOTO slide. You must include at least 2 but no more than 10 photos to convey your design. If your photo is landscape (horizontal), you may use 1 photo per slide. If you photo is portrait (vertical), you may use two photos per slide. Whichever orientation you use, no less than 2 and no more than 10 photos will be allowed. You may use both landscape and portrait style photos in the same presentation. ***To avoid disqualification, hide or delete any personal, business or client information from any and all photos and/or floor plans – this includes, but is not limited to, location information (ie city or state names), labels, names and symbols.***

21. Double-click the icon in the center of the page to add your photo. Again, JPG or JPEG preferred.

22. Your photos should cover the background graphics. If you find that your photo is disappearing behind the graphics, please right-click on the photo and select "Bring to Front" from the "Ordering" option.
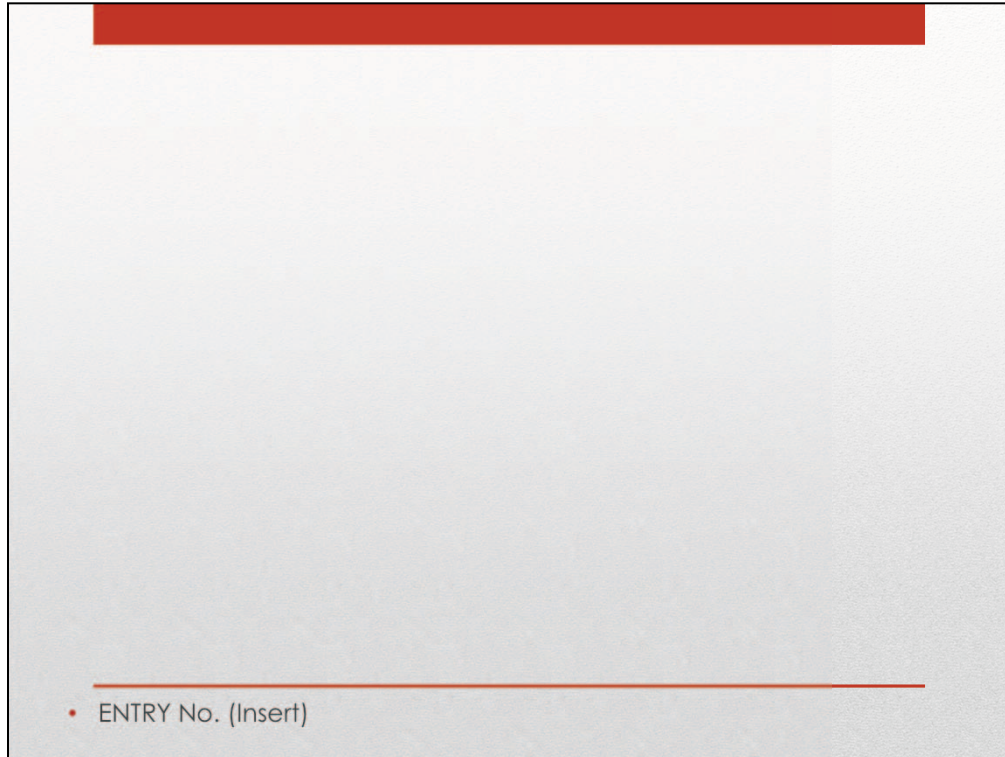
23. Your Entry Number must appear at the bottom of each photo slide. You do not have to include descriptive text with your photo. However, if you do provide descriptive text, your font cannot be smaller than 14 point and must be contained within the slide.

24. Bulleted text format has been provided below the Entry Number. Bulleted

- ENTRY No. (Insert)

Continue in the same format. Delete unused slides.

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- ENTRY No. (Insert)

Continue in the same format. Delete unused slides.

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- ENTRY No. (Insert)

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- ENTRY No. (Insert)

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- ENTRY No. (Insert)

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13. (Insert) Category in the afore-styled manner.

14. (Insert) Entry No. in the afore-styled manner.

15. Follow the instructions on the slide. Click or Double-Click the icon at the center of the picture box to insert your floor plan. Again, JPG or JPEG preferred. You must provide at least 1 floor plan/drawing. ***To avoid disqualification, hide or delete any personal, business or client information from any and all photos and/or floor plans – this includes, but is not limited to, location information (ie city or state names), labels, names and symbols.***

16. Delete the text from the box provided. The picture box may overlap the text box slightly. To access the text box, you may need to move your cursor/mouse to the lower portion of the slide. Click inside the box to gain access to the text.

17. Use the text box provided to write a brief description of the floor plan. This is not required. Therefore, if you do not wish to write a description, simply delete the text box.

18. A bulleted format has been provided in the text box. You are encouraged to use bullet points for any descriptive information as it is easier for the jury to read on a slide. However, this is not required.   If you do provide descriptive text, please do no use a font size smaller than 14 point. Your text must be contained within the slide.

CATEGORY: (Insert)
ENTRY NO.   (Insert) : FLOOR PLANS

• Add description here or delete this box.

Continue in the same format. Delete unused slides.

To avoid disqualification, hide or delete any personal, business or client information from any and all photos and/or floor plans – this includes, but is not limited to, location information (ie city or state names), labels, names and symbols.

CATEGORY: (Insert)
ENTRY NO.   (Insert) : FLOOR PLANS

- Add description here or delete this box.

Continue in the same format. Delete unused slides.

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CATEGORY: (Insert)
ENTRY NO.   (Insert) : FLOOR PLANS

- Add description here or delete this box.

Continue in the same format. Delete unused slides.

To avoid disqualification, hide or delete any personal, business or client information from any and all photos and/or floor plans – this includes, but is not limited to, location information (ie city or state names), labels, names and symbols.

CATEGORY: (Insert)
ENTRY NO.   (Insert) : FLOOR PLANS

• Add description here or delete this box.

Continue in the same format. Delete unused slides.

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CATEGORY: (Insert)
ENTRY NO. (Insert) : Additional Information

ABOUT THE PROJECT (Please complete all required* fields):

Write a brief description of the Design Concept for this project. *

Do not write beyond this space. Do not reduce text below 14 font. Do not adjust text box size. If text appears outside of box, entry may be disqualified.

What were your Client's requests for this project? *

Do not write beyond this space. Do not reduce text below 14 font. Do not adjust text box size. If text appears outside of box, entry may be disqualified.

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3. (Insert) Type your category over this text again in the afore-styled manner.

4. (Insert) Type your Entry No.

5. Questions – In the two question boxes, type only inside of the boxed squares. Answer the questions asked, but be brief. It is highly recommended that you read through this entire presentation before starting. There are several specific questions to be addressed. These have been designed in such a way as to give you ample opportunity to describe your project. ***To avoid disqualification, omit any personal, business or client information – this includes, but is not limited to, location information (ie city or state names), labels, names and symbols.***

6. If your answers fall outside of the lined boxes provided, your entry may be disqualified. If the box sizes are altered, your entry may be disqualified. Please contain your answers only to the space provided. Please do not reduce text below 14 font. Please use only the Century Gothic font provided.

7. Please provide answers in all text boxes – do not leave a blank box. Please write over text currently in answer boxes. Do not leave template text in the answer boxes.

13

CATEGORY: (Insert)
ENTRY NO.   (Insert) : Additional Information

ABOUT THE PROJECT (Please complete all required* fields):

List any specific challenges and/or difficulties presented during the execution of your design solution. *

Do not write beyond this space. Do not reduce text below 14 font. Do not adjust text box size. If text appears outside of box, entry may be disqualified.

How did you resolve design challenges to address the Client's request(s)? *

Do not write beyond this space. Do not reduce text below 14 font. Do not adjust text box size. If text appears outside of box, entry may be disqualified.

Continue to follow the format and answer the questions in the space provided (See Page 2 for more information.)

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CATEGORY: (Insert)
ENTRY NO. (Insert) : Additional Information

ABOUT THE PROJECT (Please complete all required* fields):

If you are entering the Sustainable Design, Historical Preservation, Adaptive Reuse, or Historical Reference Categories, please explain below how your design reflected these practices and/or philosophies.

If this category does not apply, please indicate by "Not Applicable".
Do not write beyond this space. Do not reduce text below 14 font. Do not adjust text box size. If text appears outside of box, entry may be disqualified.

Are there any facts, not easily discernible in photos, that make the project unique?

If this category does not apply, please indicate by "Not Applicable".
Do not write beyond this space. Do not reduce text below 14 font. Do not adjust text box size. If text appears outside of box, entry may be disqualified.

Continue to follow the format and answer the questions in the space provided.

(See Page 2 for more information.)

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9. Please note that the questions on this slide are not required. If these questions do not apply to you, please indicate "Not Applicable" or "Does Not Apply" in the text box. Do not leave a blank text/answer box.

CATEGORY: (Insert)

ENTRY NO. (Insert) : Additional Information

ABOUT THE PROJECT (Please complete all required* fields):

Did you apply HSW (Health, Safety & Welfare) Codes to your project? *

If YES, Please list the most important and appropriate codes below:

Do not write beyond this space. Do not reduce text below 14 font. Do not adjust text box size. If text appears outside of box, entry may be disqualified.

If NO, Please explain why no codes were applied:

Do not write beyond this space. Do not reduce text below 14 font. Do not adjust text box size. If text appears outside of box, entry may be disqualified.

If you are entering the Budget Conscious category, please answer the following :

Cost of entire project (Inc. construction, fixtures, furniture, etc.)	List or type N/A
Square Footage of Project	List or type N/A
Total Price per Square Foot	List or type N/A

Continue to follow the format and answer the questions in the space provided.

(See Page 2 for more information.)

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10. You must answer either YES or NO to the first two questions on this slide. In the answer box not used, please type over text with "Not Applicable".

11. The third question block is not required – fill this out ONLY if you are entering in the Budget Conscious category. You must include ALL aspects of the project (construction, fixtures, finishes, furniture, equipment, etc) into the total cost or total cost per square foot.

CATEGORY: (Insert)
ENTRY NO.   (Insert) : DESIGNER'S SCOPE OF WORK

ABOUT THE PROJECT (Please complete all required* fields):

Did you and/or your team contribute the following to this project? *
Place a "Y" or an "N" below the appropriate answer.   YES   NO

Equipment Specification (i.e., plumbing, appliances, technology, etc.)
Furnishings, Artwork & Accessories
Interior Architectural Detailing (i.e., millwork, cabinetry, etc.)
Specification of interior materials and finishes (i.e., paint, tile, etc.)
Space Planning
Lighting Design
Exterior Finishes/Color Selections

List the different types of lighting you incorporated from the following: *
(Do not exceed space given. You are not required to fill any or all categories.)

General	List or type N/A
Task	List or type N/A
Accent	List or type N/A
Daylighting	List or type N/A (This is a philosophy of applied lighting design, not just daylight or using windows)
"Green"	List or type N/A (This is using Energy efficient lighting in addition to lamps, i.e., LED, compact fluorescent, etc.)
Other	List or type N/A

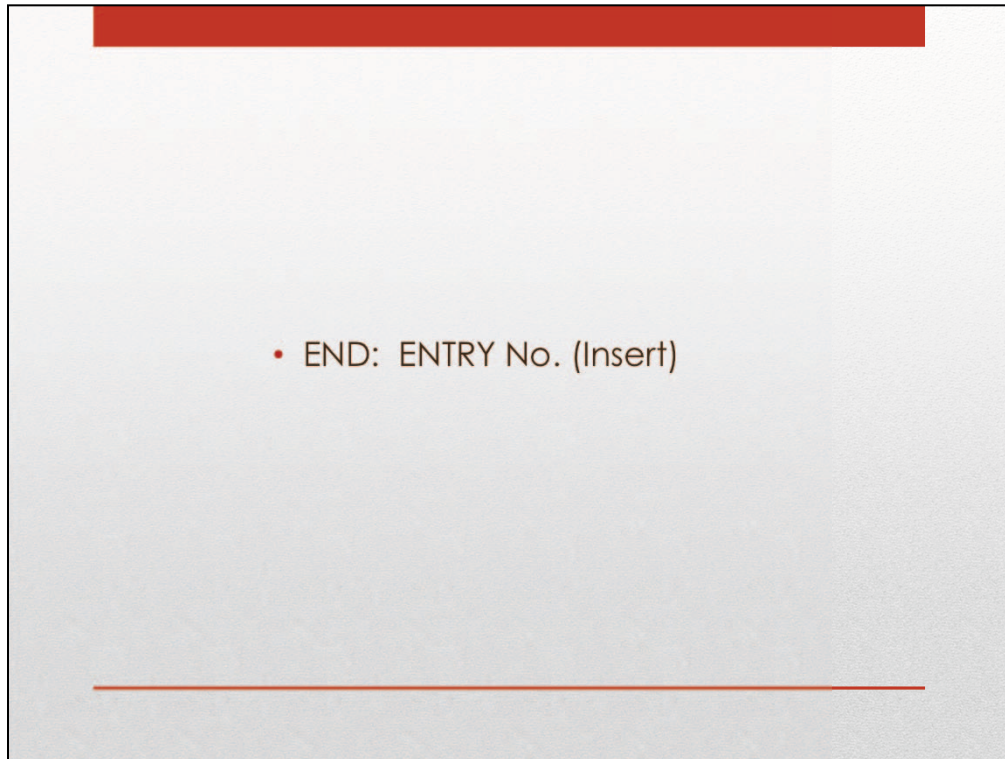Continue to follow the format and answer the questions in the space provided.

(See Page 2 for more information.)

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12. Place a "Y" or an "N" under the Yes/No answer that indicates your involvement in each category. This section will not have a corresponding section for the judges. Therefore, points will neither be awarded nor denied based on this section. However, it is helpful for the jury to understand your specific involvement with the project, particularly if you have provided additional services above and beyond typical FF&E selections.

13. List the lighting used in the project for each category, such as pendant, sconce, lay-in fluorescent, etc.) You do not have to be brand specific and you do not have to complete each category. If a category is not used, indicate in the answer box provided by "N/A".

- END: ENTRY No. (Insert)

Please kindly (Insert) your entry number on the last slide. This is so that the design committee will know that we have received all intended slides in your entry.

Do not delete this slide.