

ENTRY FORM

17th Annual Professional Awards Program, ASLA Maryland / Potomac Chapters 2009

Project Name _____ (circle one) Built or Unbuilt

Project Location _____

Firm or Organization _____

Address _____ Phone _____ Fax _____

City, State, Zip _____

Contact Name _____ ASLA Chapter (circle one) Maryland or Potomac

Design Category (circle one) Design or Communications or Analysis & Planning

ENTRY MATERIALS:

1. Completed ENTRY FORM and payment.
2. Descriptive Data:
 - a. Slides – All slides must be submitted on a CD in Power Point format, clearly labeled with the project name. The slides should illustrate: before and after views, site plans, elevations, sections and/or details.
 - 15 slides *maximum* and 30,000 KB (30MB) *total* file size
 - Images should be formatted at 72 dpi (more than one image per slide is permitted)
 - PC platform only - *no MAC, no audio*
 - b. Sample Image – Include one 8 1/2" x 11" image of the project for easy reference by the jury
 - c. Project Statement – A brief statement (500 words+/-) typed on one 8 1/2" x 11" sheet (12-point min. font size). This statement must describe:
 - Purpose and scope of the project, its requirements, planning or design philosophy, and design intent.
 - Landscape Architect's role and involvement in the project.
 - Local significance. Describe project's value to the community and how it fulfills the responsibilities of stewardship, sustainability, relationship to context.
 - Special characteristics. Explain why the project is unique, solves unusual problems, incorporates new techniques, addresses budget constraints, etc.
 - Written submittals for the *Communications* or *Analysis & Planning* category must include a one-page (max.) abstract of the project.
 - Include Project Statement as a WORD document on the CD.
3. Backup Data: Please provide a hard copy of the presentation on 8 1/2" x 11" paper (color or black and white). This should be an exact copy of the submitted presentation.

Please Note:

- If submitting for the *Communications* or *Analysis & Planning* category, include the full document and place any supporting graphics you wish to have the jury consider in the same Power Point format as the *Design* category. (If selected for an award, these graphic images will also be needed for the presentation).
- The landscape architect's name should appear ONLY on the entry form or risk disqualification. Remove all other information identifying the entrant. Place completed entry materials in a sealed envelope, one envelope per entry.
Judging will be blind.
- All materials listed above must be received with the entry fee (check to Maryland Chapter ASLA) to be eligible for judging. Materials remain the property of Maryland ASLA unless other arrangements are made.

ENTRY CERTIFICATION: *I have read the guidelines concerning the Awards Program and understand that all materials may be retained by the Maryland / Potomac Chapter(s) for publicity purposes.*

Signature _____ Date _____

MAIL ENTRIES TO:

Michelle Kasper, Morris & Ritchie Associates, Inc., 14280 Park Center Drive, Laurel, MD 20707