



**AIA
Utah**

2018 FIRM OF THE YEAR AWARD ENTRY INSTRUCTIONS

This special award recognizes consistent and outstanding design by a Utah-based architectural firm. The firm, which may be of any size including a sole practitioner, must have been engaged in this practice for a period of at least 10 years and have made significant contributions to the Institute, the profession, and the community. One award may be given annually. At least one principal must be a member in good standing of AIA Utah. This award will be determined by jury.

ELIGIBILITY

FIRMS with at least one principal who is a member of AIA Utah in good standing are eligible to be nominated. If good standing is in question, please contact the AIA Utah office and request membership verification.

All materials should be submitted digitally by google form:

<https://goo.gl/forms/uOJrbak9I3NANgcO2>

Please submit the following items in PDF format online in the order listed below.

1. A biographical data sheet of up to 2 (one-side) pages in a single PDF file. This is, in essence, the firm's resume.
2. A one-page (one-side) statement, in PDF format describing why this firm should receive the award. **Please succinctly highlight nominee's contributions and their impacts.**
3. At least four individual, one-page (one-side) letters of support **in a single PDF file** for the nominee. **No less than one letter** shall be from AIA members in good standing from any membership category. Letters should address the nominees' specific works that are suited for this award and the impacts of that work.
4. Supporting materials which demonstrate the contributions cited:

- a) Up to 15 individual pages of images that demonstrate the individual's contributions as related to the statement (item #2 above). **Images must be identified with project name and photographer credit.** Limit image size to 8x10 inches at 300 dpi.
- b) (Optional) Up to 10 pages of additional information, such as scanned articles, clippings, or other items to convey the accomplishments of the nominee.

THIS WILL RESULT IN A PDF FILE OF NO MORE THAN 25 PAGES.

Submittals are due electronically to AIA Utah staff with a time stamp of no later than 5:00 p.m. Friday, October 19, 2018. Submissions will be accepted by direct upload to this link:

<https://goo.gl/forms/uOJrbak9I3NANgcO2>

Honorees will be notified directly after jurying / voting. All awards will be announced and presented at the annual member celebration, November 16, 2018 at the New AIA Utah office Grand Opening and Member Celebration, 280 South, 400 West, SLC. If you have questions, contact Heather Wilson, Executive Director, 801-532-1727, or hwilson@aiautah.org.