

## Submission Guidelines 2023

**Failure to follow these instructions and rules for submittal may result in the disqualification of your entry and the forfeiting of your entry fee.**

1. Applicant office or project site location must be located within the boundaries of the Northern California Chapter area.
2. Entrants are responsible for obtaining written client authorization allowing the entry to be submitted, judged, and published. Clients should be made aware that all submittal materials including photographs for entries become the property of ASLA-NCC. Do not include this authorization with your submittal; retain it for your records.
3. Log In to the Abstract ScoreCard by selecting Join Now under New Users. Complete the Account Profile information and create your account. Access keys from previous years or other award's programs will not give you access to the 2023 ASLA-NCC program.
4. Complete the Project Statement, Project Narrative and Summary of Sustainability & Environmental Metrics. Do not include any indication of the identities of the landscape architect(s), other designers, their firms(s) or other firm(s) responsible for the project.
  - Project Statement  
In 175 words or less, describe the project and why it is award-worthy. This statement may be used in promotional materials if the project is selected for an award. *NOTE: failure to submit this statement will lead to disqualification of entry.*
  - Project Narrative  
In 1275 words or less, describe the project, addressing the criteria for the category selected.
  - Summary of Sustainability & Environmental Metrics  
Highlight your project's exemplary and outstanding approach to sustainability, resilience and conservation.
5. Upload the Site Plan Drawings/Photographs. Images cannot have any indication of the identities of the landscape architect(s), other designers, their firms(s) or other firm(s) responsible for the project.
  - At least (5) images but no more than (15) total images must be submitted in a single PDF file not to exceed 10MB and may include a site plan (as the first image).
  - Each image must be formatted as 8.5" x 11" and in landscape orientation.
  - Do not include captions on site drawings or photos.
  - Collages and smaller format images are not allowed.
  - Images with backgrounds, borders, etc. are not allowed.

Entrants are responsible for clearing photographs with photographers for publication and reproduction by ASLA-NCC. ASLA-NCC will provide proper photography and other project credits when using photos, but will not assume responsibility for any copyrights or photography fees. ASLA-NCC retains the right to publish photos submitted in winning entries on the ASLA-NCC website, in promoting the awards program, and in other products in conjunction with promoting landscape architecture.

6. Include brief captions of no more than 40 words for uploaded images in Site Plan Drawings / Photographs Captions.
7. Complete the Non-Disclosed Project Information & Non-Disclosed Photo Credits. This information, indicating the identities of the landscape architect(s), other designers, their firms(s) and other firm(s) responsible for the project is only listed on the Non-Disclosed Project Information. **Such information is not allowed anywhere else in the submittal.**

*Large Firms please note that in an effort to honor the goals of ASLA-NCC in support of small and minority-owned firms please limit your number of entries to a maximum of four per firm.*