

SILICON VALLEY HOME TOURS

A TOUR BY ARCHITECTS

CALL FOR SUBMISSIONS FOR THE 2018 SILICON VALLEY HOMES TOURS

Submissions Application DEADLINE: **5p.m., January 12, 2018**

2018 SELECTION CRITERIA

Welcome to the 4th Annual AIA Silicon Valley Home Tours! Entering our 4th year featuring homes located within Silicon Valley, our tour has become a showcase home tour to attend. We had a record attendance last year with over 240 tour goers and additionally; we had outstanding media exposure for each of our homes featured. This is a unique opportunity for you, as a residential architect, to showcase your unique designs and demonstrate how an architect can provide homeowners with a high level of creative and personal solutions. This is an excellent venue to provide the community with insight from an architect's point of view, see Silicon Valley housing trends, to inspire and be inspired.

The selection criteria will include (but not be limited to):

- Completed application
- Unique design solutions, quality of craftsmanship, innovative use of materials. Sustainable design is not a requirement but is considered a substantial or significant advantage.
- Homes will be substantially complete and furnished by March 2018. Preference will be given to houses that are furnished, occupied, and landscaped by the date of submission.
- Logical feasibility for tour, including (but not limited to):
 - Access to project (location within the Santa Clara Valley)
 - Circulation route (how the public will navigate through the space)
 - Available parking
 - Location in relation to the other homes on the tour
 - Signed Owner agreement

Residences that fall outside the Santa Clara County lines will be considered.

The Home Tours Committee will review the submissions and will visit homes over a one to two day period within two weeks from the close of submissions to determine the recommendations for the Tour. These recommendations will be presented to AIA Silicon Valley Executive Committees for final approval.

DATES TO REMEMBER:

Application Deadline:	Friday, January 12, 2018 by 5 p.m.
Project Site Visits:	February 10, 2018 (tentative) - date to be coordinated with architect/homeowner
Notification of selected architects:	Friday, February 16, 2018
Mandatory architect meeting:	Friday, March 2, 2018, 12 p.m.
Final architect meeting:	Late April, location and time TBD
Volunteer Docent training:	end-April, location and time TBD
Home Tour Weekend:	Saturday, May 5, 2018, 10:00 – 4:00 pm

NOTE: All dates/times are subject to change. Additional dates/times may be added to this list as needed. Participants will be notified in writing by email. Timeline to successfully prepare for our home tours depends on everyone's cooperation and participation. If you do not believe you have the resources to assist in marketing and promoting your home, if chosen, please consider not submitting. It takes a village!

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Letter to the Home Owner

Thank you for your potential participation in the 2018 AIA Silicon Valley Home Tours! The goal of this tour is to highlight design excellence by architects in the built environment, to increase public awareness of how architecture can enhance everyone's quality of life, and to celebrate homeowners who have understood the value of using an architect to bring design into their daily lives. This will be our fourth year hosting the Home Tour by Architects.

Here is more information about what it means to participate:

If your home is selected for the tour on Saturday, May 5, 2018, your family including your pets will be required to leave the home between the hours of 9 a.m. to 5 p.m., but we would like to offer you 2 tickets to attend the tour and view the other homes.

The address of each home will not be made available to the general public or published online. Ticket holders learn of the address only through the printed ticket that will be mailed prior to the tour, purchased at the AIA Silicon Valley office, or picked up at the official Home Tours Headquarters on the day of the tour. In an effort to protect the privacy of each homeowner, the general public is prohibited from photography.

At your home, we will station docents (volunteers) throughout the day to stamp tickets, instruct attendees to take their shoes off to protect the floors, and to serve as a resource. The number of volunteers will depend upon the size and layout of the home. The volunteers will be there no later than 4:30 PM, after they ensure that everyone has left the house, to collect all the booties and signs, and to sweep, if necessary.

Visitors will be asked to remove their shoes before entering the home, along with wayfinding signage, and flowers. We will deliver these to your home before the tour. During the day, groups of 20-30 people may be in your house at one time. The volunteer docents will be keeping the flow manageable throughout the day with limitations on how many people will be allowed in the home at one time. Restrooms will not be available to the general public but there will be a designated restroom for docents and volunteers.

Your home will be listed as additional insured on our liability insurance policy for the duration of the tour and volunteer presence in your home. This covers any accidental damage or injury to attendees, volunteers, and staff. Certificates of insurance will be issued prior to the weekend, outlining all pertinent details. If you have any "off-limit" areas in your home, we can provide signage to hang on doors if you do not want the public to have access to certain spaces.

The rules of the tour, which will be reviewed with the volunteer docents, include:

- Every tour attendee MUST have a Homes Tour program/ticket to enter
- No photography allowed
- No shoes allowed
- No access to off-limits areas allowed
- The last entry time is 4 PM sharp
- All wayfinding signage and booties will be removed by the closing volunteer docent, and they will sweep and clean, if necessary

Please return the consent form to your architect. We will continue to be in communication with you if your home is selected. Thank you again for volunteering your residence for this year's homes tour. We are thankful for your participation.

AIA Silicon Valley
325 South First Street, Suite 100
San Jose, CA 95113

PHONE: 408|298-0611
EMAIL: hometour@aiasev.org

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Home Tour Date: May 5, 2018

Submissions Form – DUE JANUARY 12, 2018

Name of Home:	Year Completed:
Sq ft of home:	Sq ft of site:
If under construction, indicate percentage of completion as of today's date:	
Address of home:	

Project type: New Construction Multi-Family Single-Family Renovation/Addition
 Affordable Housing Green Build Historical Restoration

Architect of Record: _____

Firm: _____

Project Design Lead: _____

Project Design team (limit to only staff of the architect/design firm): _____

Architect's Phone:
Architect's Email:
Architect's Address:

Has another architect been involved with the design of the project? If so, please explain:

 Has this home been part of another Home Tour program? If so, please list Home Tour and Date/Year:

This project will not participate in another Home Tour program within 60 days of the AIA Silicon Valley program
 Written description of the home (approximately 150 words): Attach description if needed.

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Builder:

Firm	Contact	Email

Vendors used: (Please provide additional list of subcontractors used for project.)

Firm	Contact	Email

Submit all forms to the address and/or email below:

AIA Silicon Valley Home Tours
C/O AIA Silicon Valley
325 S First St., Suite 100
San Jose, CA 95113

PHONE: 408-298-0611
EMAIL: hometour@aiascv.org

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Items for Submission in digital format or Architect's FTP site

Home Owner Consent Form	Submission Form
Four (4) or more interior digital images	At least (1) floor plan
Four (4) or more exterior digital images	
Up to three (3) additional drawings of the project that you feel are relevant to the design	
Vendor List including contact name, email and phone number	
Any supplemental information (news articles, etc)	

*NOTE: If selected, the architect will be required to submit print quality images with photographer's permissions for promotional and marketing use by AIA Silicon Valley.

In addition to submitting the above, if selected, the following additional rules apply:

- Multiple home submissions may be made by the same architect. However, only one home per firm or per architect will be selected per year.
- Residential projects of any type are eligible for consideration, including but not limited to single-family, condo, lofts, townhomes, and remodels.
- If the home is located in a gated or controlled community, such as a neighborhood association, the association must also give written authorization for the Tour.
- Information submitted in this application may be used in Tour publications if the project is selected. Thoughtful and appropriate comments should be provided.
- If your project is selected, a firm principal/designated representative is required to be at scheduled Mandatory Meetings and will be designated as the firm's contact for additional tour information and coordination by the Committee.
- Selected homes may not display "For Sale" signs on the Home Tours date.
- Sponsorship: No materials or representation may be displayed in the home without paid sponsorship through the AIA Silicon Valley. This includes the builders, subcontractors, installers, the owner's place of business or affiliation, realtors, interior designers, etc. Architects, builders, and owners are expected to assist in the procurement of sponsors for their homes.
- The architect will be responsible for providing AIA Silicon Valley one 30"x42" presentation board for display one month prior to the Home Tour. We will provide you with the digital template to use.
- The architect's design team will be responsible for opening and closing homes, unless you are the homeowner or your client has arranged and notified AIA Silicon Valley otherwise.
- Make sure you or someone from your design team is present and ready to show your project at **9:00 a.m.** on the day of the tour and is available to close the home at **4:00 p.m.**
- Home Tours Committee reserves the right to disqualify any selected Architect and home if the above rules are not adhered to at any time.

Submit all forms to the address and/or email below:

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