

SMALL FIRMS, GREAT PROJECTS 2018

Early Deadline: Friday, May 25, 1:00 PM | Final Deadline: Friday, June 8, 1:00 PM

Open to architecture, landscape architecture, interior architecture, and architectural lighting firms with 19 or fewer employees, *Small Firms, Great Projects* provides a platform for small firms to feature their best work in print, online, and in a companion exhibition.

ELIGIBILITY

- Architecture, Landscape architecture and interior design firms working on residential, retail, small business, or institutional projects.
- Firms must be a local small firm with 19 or fewer employees
- Firms can submit one project for a one-page layout or two projects for a two-page spread. Entry fees are per project. Completion date not required for projects.
- Firms may submit projects that have been previously published in *Small Firms, Great Projects* or other publications.

ENTRY FEES**One-Page Layout + Exhibition Printing**

Early \$475 | Final \$525 Members + Partners

Early \$830 | Final \$880 Nonmembers

Two-Page Spread + Exhibition Printing

Early \$870 | Final \$920 Members + Partners

Early \$1,580 | Final \$1,630 Nonmembers

**Entry Fees are nonrefundable*

SUBMISSION PACKET

- Completed Submission Form
- Firm Logo
- Main Image – 12" W x 10" H image in a JPG Format, 300 DPI Resolution
- Detail Image – 3" W x 3" H image in a JPG format, 300 DPI Resolution
- Full Page Image (*2 Page spread only*) – 10" W x 12" H image in a JPG Format, 300 DPI Resolution
- Firm Banner – 18" W x 48" H in a PDF Format, 300 DPI Resolution
- Photographer Agreement (*Recommended, but not required*)

SMALL FIRMS, GREAT PROJECTS 2018 SUBMISSION FORM TEMPLATE

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Please keep in mind that this is only a template, and that all images and text must be submitted directly into the submission portal [here](#).

Section 1: Company Information *(as you would like it to appear in the magazine)*

Firm Name:

Address

City:

State:

ZIP Code:

Office Phone:

General Office E-Mail:

Contact Phone:

Website:

Fax:

AIASF/ASLA-NCC/IESSF/IIDA Member Number:

Section 2: Firm Description

Please provide a three-sentence or 75-word description of your firm. Copy must be clear, concise, and written in the third person. For more writing guidelines and tips, please see the attached style sheet.

Section 3: Images for Small Firms, Great Projects *(Required)*

Files must be in JPG format

Minimum 300 dpi Resolution

Main Images: 10" W x 12" H (Required for each page)

Detail Images: 3" W x 3" H

Photos may be cropped for layout purposes, and logos may need resizing to fit in the allotted space. To be considered for the cover, you must include at least one vertical image.

Image and Page Details

Image	Digital File Name	Image Orientation <i>(Vertical or Horizontal)</i>	Project Name/Location	Photographer Credit
Main Image				
Detail Image				
Full Page Image <i>(2 page spread only)</i>		VERTICAL IMAGE PREFERRED		
Logo		Note: Logo must be a JPG file with a minimum 300 dpi resolution. The logo will appear next to your firm's contact information at the top of your page and will be left blank if you do not provide an image.		

Main Image Caption

Please provide a two-sentence or 50-word description of your project. Copy must be clear, concise, and written in the third person. For more writing guidelines and tips, please see the attached style sheet.

Page One:

Page Two (2 page spread only):

Section 4: Images for Exhibition Banner

Vertical Image Orientation, 18"x 48"

PDF format, minimum 300 dpi Resolution

Use the link Exhibition Banner Template (available [here](#)) to guide your banner creation. You are responsible for formatting the template.

Section 5: Images for Prospective AIASF Program Usage *(Optional)*

Option to submit additional images of project, to be used at AIASF's discretion for other programming, including Home Tours, Architecture and the City, et cetera.

All files must be in JPG format, with a minimum 300 dpi resolution.
Images: 10" w x 12" h

Image Details (Submit up to 5 images)

Image	Digital File Name	Photo Caption	Photographer Credit
1)			
2)			
3)			
4)			
5)			

Section 6: Photographer Agreement *(Recommended)*

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Style Tips + Guidelines

Firm Description (75 words)

Write in third person. Do not use words such as “we” and “our.”

Write in complete sentences. Make sure each sentence includes a subject and a verb. Use a mix of longer and shorter sentences to enhance readability.

The first sentence should address who, what, when, how, and where.

Make sure to include:

- your firm’s range of experience
- how long you have been in business
- what types of projects in which you specialize
- what makes the firm unique/different than others of its kind

The remaining sentences should cover the firm’s approach/philosophy.

EXAMPLE:

CCS Architecture is an award winning firm with an international reputation for creating vibrant, successful projects around the world. Since its inception in 1990, CCS has designed a diverse range of public and private buildings and interior environments for living, eating, working, playing and more. Working upon the basic philosophical premise that all design solutions must be founded on innovation and creativity, CCS balances common sense and experience to create projects with exceptional spatial and material qualities. The work of CCS is firmly based in the modernist idiom.
(pg. 101, SFGP 2006)

Extended Caption (up to 50 words)

Photo caption should describe the project that appears in the photo(s). Include location, when it was built/remodeled, and what was achieved.

EXAMPLE 1: The View Point overlooks the developing Hamburg Harbor (top), where people welcome cruise ships. Its detachable components can be reassembled at various sites. (*Architectural Record* 05.07; p. 92)

EXAMPLE 2: A contemporary walled garden reinterprets historic Suzhou tradition with minimal planting, granite cap rooftops, and white stucco walls with dark gray. The entrance gate and surrounded wall relate to the city’s low scale. (*Architectural Record* 05.07, p. 187)

EXAMPLE 3: While 80 percent of the Scots Church units are duplexes...offices in the existing building have been converted to loft style units, and the flamboyant former “Hall of Remembrance” became the lobby. To accommodate the recessed planes due to a series of light wells, TZG terraced the towers. (*Architectural Record* 05.07)

EXAMPLE 4: The first iteration of the Edible Estates project was initiated on July 2, 2005, at the home of Stan and Priti Cox in Salina Kansas. A free information booklet with resources and recommendation was produced to aid local residents interested in converting their own lawns. (*Dwell* April 2007)