

**Ohio South/Kentucky Chapter**

**Design Excellence Awards 2019 – Submission Requirements**

**ASID Ohio South/Kentucky Chapter is dedicated to promoting high quality design. The Design Excellence Awards bestow honors on interior design professionals and members of our Chapter for exceptional interior design in five categories, and one category for students. Entries will be juried by a hand-selected panel of experienced interior designers from across the country. The judging is completely anonymous.**

**Eligibility Requirements and Guidelines**

* You must be a member of the Ohio South/Kentucky Chapter, in good standing
* Your project must demonstrate high quality interior design
* Your project must have been completed **after** September 30, 2015
* Your project should be professionally photographed.

**We encourage you to participate in this high profile competition.**

**Award Categories**

**Professional Award Categories**

Professional project submissions will be accepted in the following categories:

COMMERCIAL/CONTRACT CATEGORIES

* Large Project, 2,500 square feet or larger - hospitality, retail, corporate office, etc.
* Single Space or Small Project under 2,500 square feet - lobby, office, bar, etc.

RESIDENTIAL CATEGORIES

* Residential Space over 2,000 square feet - Single family home, model home
* Residential Single Space - kitchen, bath, outdoor living space, Show House room, etc.

OPEN CATEGORY – SPECIALTY SPACES

* Projects that do not readily fit into the categories above:

i.e., historic preservation, yacht, airplane interior

**Student Award Category**

* Conceptual/School Project - any interior design project completed while enrolled in an interior design program at an institution of higher education.

**PLEASE NOTE:** Practitioners must enter as a Firm or as an Individual by checking the appropriate line on the Entry Form. Your work will be judged with only those other entries that are similarly identified.

Definitions:

An **Individual** is a sole proprietor or an individual who is solely responsible for the design of the entire project.

A **Firm** is a multi-person company that assigns a team of designers (2 or more) to complete a project. This would include a sole practitioner interior designer who had assistance from an architect or other designer(s) in the completion of the project.

**Awards**

There will be three levels of awards. Gold winners will receive a custom glass art piece. Silver and Bronze winners will receive a certificate signed by the Chapter President. Student winners will receive a certificate signed by the Chapter President. There can be more than one winner at each level.

**Timeline**

April 17, 2019: Call for Entries and Entry/Project Information goes out to Chapter members

April 17 to July 27: Entry/Project Information form and Submission Requirements/FAQ

 will also be available by contacting the Chapter Administrator:

 *administrator@ohs-ky.asid.org**.*

July 1 to August 1: Submittals may be uploaded to the Design Excellence Awards Dropbox.

 You will be given access to the drop box upon receipt of the completed Entry

 Form and payment.

August 8 to August 17: Jurors review and judge submissions

August 18 to August 23: Awards committee tallies results and identifies winners.

August 24 to September 4: Awards are fabricated

September 21: Winners to be announced at the Chapter Awards Dinner

**How to Submit a Project**

**Submission Requirements**

Information you need to complete the submission process:

* **Entry/ Project Information Form** - your name, company or school, contact information,

 project name and details, team information (architect, engineer, consultants, developer,

 broker, etc., as applicable), photographer, etc., head shot

* **Project Template:** Complete thePower Pointpresentation following instructions contained within the template and this document. The following will be included:

Project Statement – 200 words or less

Explain the design concept, design challenges and your solutions. Include notes on unusual design criteria or restrictions, budgetary considerations, code constrictions, space limitations, materials used, etc. This should also include client objectives, square footage, if available. It is important to describe and demonstrate the ***impact of your design*** on the occupants. The jurors will be instructed to put emphasis on this along with the aesthetics of your design solution.

Floor Plans - you are allowed to submit up to 3 floor plans of your project (one for each floor, if multiple levels). These are to be included in the Project Template.

Additional Drawings - you are allowed to submit additional drawings, such as details, to explain your design.

Photo/text slides – insert photos and provide brief text describing each

Concluding Statement – if desired to summarize project solution. Please keep this brief.

* **Payment** – $75 per project submitted ($15 per project for students). Checks are to be made out to ASID Chapter 32.
* **Photography** - you are asked to provide up to 3 photographs for each project you submit. Each file must not exceed 500kb. These are for use in the Design Excellence Awards and Gala slide show. Students may submit up to 3 renderings (in jpeg format) of their submitted project. These should be uploaded to the same Drop box as your project entry.

**Submission process.**

**Step 1:** Contact the Chapter Administrator to receive theEntry/ Project Information Form

and this form, the Submission Requirements/FAQ. These will be emailed to you.

**Step 2:**  Send your payment along with your completed Entry/Project Identification form to

 our Chapter Administrator: ASID Chapter 32, P.O. Box 58137, Cincinnati, Ohio

 45258. Also, return this form in its original editable Word format via email:

 administrator@ohs-ky.asid.org

**Step 3:** Administrator will return the Entry/Project Identification form with your assigned

project number by email. You will also be given access to your own personal Design

 Excellence Awards 2019 Drop Box. It will be named with your project entry number

 and will contain the Juror Score Sheet. You will have a separate drop box for each

 project submitted.

**Step 5:** Fill out the power point Project Submission and save to your computer.

 When complete, export or save the file to pdf form.

**Step 6:** Upload a pdf version of the Project Submission to your 2019 Design

 Excellence Awards Dropbox Entry #\_\_\_ (the number assigned to your project.)

 Also upload 3 photos of your project for the slide show. Each file must not exceed

 500kb. Do not upload the Entry/Project Identification form to this drop box.

**\*\* Your name and company name must be removed from all project submittals. All entrants who do not comply with this rule will be disqualified.** The Entry / Project Information Form with this information will be kept by the Chapter Administrator for internal use and will not be shared with the jurors. This is formatted as a separate document.

**Frequently Asked Questions**

**Who can enter the ASID Design Excellence Awards?**

 *For the Professional Competition, you must be an Allied, Associate, Professional or Educator Member of the Ohio South/Kentucky Chapter, in good standing with the organization.*

 *Students must be current Student Members of the Ohio South/Kentucky Chapter, also in good standing with the Chapter.*

**May I enter a project for which I was part of the team who designed it, but not the only interior designer involved.**

*You may enter a project designed by a team, but you must have been a major contributor to the interior design of the project. You must describe your contribution to the overall design.*

  **When did my project need to have been completed?**

*For the Professional Competition, the project must have been completed after September 30, 2015. Student submissions must have been completed while enrolled in an Interior Design Program at a post-secondary educational institution.*

**What if I have left the firm where I worked when this project was completed?**

*If you are no longer employed by the firm for which you worked when the project was completed, you must obtain a written permission from that firm to submit the project. This must be provided to the Awards Committee at the same time that you submit your project. Email to administrator@ohs-ky.asid.org.*

**Can my project be disqualified?**

 *Yes.* ***Do not,*** *in any way, reveal the designer’s or student’s identity on any materials or written within the electronic submission process, except when specifically asked. Designers should not be visible in the project photography submitted for judging. Students are not to identify their school in any of the submission materials, except the Entry Form/Project Information Form. Any entrant marking their identity on any submission materials will be disqualified. You will also be disqualified if you are determined not to be in good standing with your ASID membership.*

**Will I be notified if my project is disqualified?**

*Yes, the Awards Committee will notify entrants who are disqualified.*

 **Will I get a refund if my project is disqualified?**

 *No.*

**Can I re-submit my disqualified project in next year’s awards?**

*Yes, as long as the project meets the completion date requirement of next year’s awards.*

**May I submit a project that I have submitted in the past?**

*If the project* ***did not*** *win an award of* ***any*** *kind, you* ***may*** *submit it. If the project* ***did*** *win an*

 *award of any kind, you* ***may not*** *submit it. Projects being submitted again must meet the*

 *date requirements of that year’s awards.*

**How many projects may I submit?**

*A maximum of 5 projects may be entered for either the Professional or the Student Competition*

**May I submit the same project in more than one category?**

 **No,** *a project may be submitted in only* ***one*** *category.*

**May I submit more than one project in the same category?**

*Yes, you may submit different projects in the same category as long as each project meets the requirements of that category.*

 **Is there a cost associated with the submission?**

*This year the cost for the Professional Competition is $75. Student members pay $15.*

**Who is on the jury?**

 *This years’ jury is comprised of four members from across the country, representing commercial and residential design. These members will be identified by their Chapters as qualified to serve on this jury.*

**How do the jurors evaluate the project submissions?**

*Evaluation of the project entries is at the jury’s discretion, but within the guidelines listed on the Design Excellence Award Juror Score Sheet. You will be provided with these completed forms from each juror.*

 **May I include renderings in my project submission?**

*We will not accept hand or computer generated renderings, except, of course, for the*

*Student Competition.*

**May I submit a video of my project?**

*No.*

**How many floor plans may I submit?**

*You can submit up to 3 floor plans. You will include those as part of the Project Submission Template.*

**How are the project submissions scored?**

*The Design Excellence Award will be given to the entry scoring the highest points in each category. The project with the next highest score will receive an Honorable Mention. This will apply to both Practitioner and Student competitions.*