

**Ohio South/Kentucky Chapter**

**Design Excellence Awards 2020 – 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. The categories have been expanded this year to include more specific types of design. 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, 2016
* Your project should be professionally photographed.

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

**Award Categories**

RESIDENTIAL CATEGORIES

* Residential Single Space/Room – bedroom, living room, dining, outdoor living space, etc.
* Residential Space Small, under 1,200 square feet - several contiguous spaces or more than one space in same home, apartment, condo, etc.
* Residential Space Large, 1,200 square feet and over - several contiguous spaces or more than one space in same home, apartment, condo, etc.
* Kitchen – single room, regardless of size
* Bathroom - single room, regardless of size
* Design for people with special/specific needs
* Specialty or Unique Space – project that does not readily fit into other categories, yacht, historic preservation, e.g.

COMMERCIAL/CONTRACT CATEGORIES

* Commercial Single Space - lobby, office, conference room, etc.
* Commercial Space Small, under 2,500 square feet – office spaces, hotel, community space
* Commercial Space Large, 2,500 square feet or larger - office spaces, hotel, community space
* Healthcare Space Small, under 2,500 square feet – clinic, spa, hospital, assisted living, etc.
* Healthcare Space Large, 2,500 square feet or larger - clinic, spa, hospital, assisted living, etc.
* Retail Space Small, under 2,000 square feet – store, shop, bar, restaurant, cafe
* Retail Space Large, 2,000 square feet and over – store, shop, bar, restaurant, cafe
* Design for people with special or specific needs
* Specialty or Unique Space – project that does not readily fit into other categories, historic preservation, e.g.

Practitioners must enter as a Firm or as an Individual by checking the appropriate line on the Entry Form. **New this year:** Emerging Professionals may enter under the new Rising Star category. In each of these entry categories, 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.

A **Rising Star** is an Emerging Professional / Practitioner member who is within 5 years of graduation.

**Judging**

* Decisions of judges are final and binding
* Practitioner members from outside chapters of ASID compile the jury panel.  All decisions made by the judges are final.  The judges reserve the right not to issue an award for any category where they do not feel the quality of the work meets certain design standards.  There is no guarantee that an award will be given in all categories. There can be more than one winner at each level.

**Awards**

Gold winners will receive a trophy. Silver and Bronze winners will receive a certificate signed by the Chapter President.

**Timeline**

April 23, 2020: Call for Entries and Entry/Project Information goes out to Chapter members

April 23 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 26: Winners to be announced at the Chapter Awards Dinner in Dayton, Ohio

**How to Submit a Project**

 **Submission Requirements**

 Information you need to complete the submission process:

* **Entry/ Project Information Form** - your name, company, 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. Checks are to be made out to ASID Chapter 32. Or you may pay via Eventbrite.
* **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 Chapter Annual Meeting and Awards Dinner slide show. These should be uploaded to the same Drop box as your project entry.

**Submission Process**

**Step 1:** Chapter Administrator will email all necessary Submission Forms to you.

**Step 2:**  Make payment by *Eventbrite* and email your completed Entry/Project Identification form in its

 **original editable Word format** to our Chapter Administrator: administrator@ohs-ky.asid.org

 **You may want to create a pdf of your entry for your records, but we ask that you send**

 **the Word document so that the entry number can be added digitally and then returned**

 **to you.**

 You may also pay by check, payable to ASID Chapter 32, and mailed to our Chapter

 Administrator: ASID Chapter 32, P.O. Box 58137, Cincinnati, Ohio 45258. If you are entering

 more than one project, do not combine entries in one document. Keep each Entry/Project

 Identification Form as a separate document.

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

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

 Excellence Awards 2020 Drop Box. It will be named with your project entry number.

 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, save the file to pdf form. **Name it as follows:**

 For residential project: R-Entry\_\_\_ (entry number goes in blank)

 For commercial project: C-Entry\_\_\_ (entry number goes in blank)

**Step 6:** Upload a pdf version of the Project Submission to your 2020 Design

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

 **Also upload 3 images of your project for the slide show**. Each file must not

 exceed 500kb. Choose the 3 images that you want to represent your project at the

 Design Excellence Awards program. **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 Practitioner 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. Student Entry forms are sent directly to all Student members in a separate email, but the Student Design Competition is a part of the Chapter Design awards program.*

**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?**

*The project must have been completed after September 30, 2016.*

**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 firm’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. 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?**

*There is no limit to the number of projects that you may submit.*

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

 ***Yes,*** *for example, you may submit in the Residential Large category, and also submit the kitchen from that home in the Kitchen category. If you do this, however, there should be no overlap in the spaces that are entered.*

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

*Yes, you may more than one project 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 Practitioner Competition is $75 per entry submitted.*

**Who is on the jury?**

 *This year’s jury is comprised of four members from across the country, representing commercial and residential design. These members will be hand-selected by the Design Excellence Awards Committee or identified by their Chapters as qualified to serve on this jury.*

**How do the jurors evaluate and score 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.*

*A project must receive a minimum of 68 points out of 80 possible to be considered for an award. The Gold Design Excellence Award will be given to the entry scoring the highest points in each category, as long as it meets the minimum. The project with the next highest score will receive the Silver Award and so on. In the case of a tie, both projects will receive the same level of award.*

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

*We will not accept hand or computer generated renderings. Photos are required to show the project*

*has been completed, making renderings redundant.*

**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.*