Award of Excellence Program
Design Solutions Magazine Submission Forms

Recognizing Excellence in Fine Architectural Woodwork

AWI's widely-respected Award of Excellence Program distinguishes the finest custom architectural woodwork projects and acknowledges the efforts of the architects, design professionals, woodwork manufacturers responsible for those projects. Award winners receive Certificates of Excellence and the opportunity to have their distinctive projects published in *Design Solutions*, the quarterly journal of the Architectural Woodwork Institute.

What's eligible: Only projects featuring woodwork manufactured by an AWI Manufacturing Member Company. Projects of any size are considered, including interiors, exteriors or specialty items. Selected and published projects are then eligible for the annual "Standards of Excellence" Award.

Who can submit: The architect, designer, woodworking firm, supplier, installer or project owner.

How to submit: Submissions may be made at any time. Follow these steps:

1) The AWI member firm completes the
   a. **General Information Form** and the
   b. **AWI Member Statement -** This MUST be completed by the Manufacturing Member Firm and (if applicable) the Supplier Member Firm.
2) The AWI manufacturing member firm exports and sends no more than 8 shop drawings in PDF form exported from their AutoCAD or similar program. Drawings should complement or refer to the project photographs.
3) The architect/design firm completes the **Architect/Designer Form**.
4) The project owner completes the MANDATORY **Owner's Form**.
5) The photographer completes and signs release form granting permission to publish their images.
6) The participant responsible for submitting the project collects all the forms and photos of the project. **Forms** can be sent to AWI as email attachments, **Drawings** and **Photographs** by a file transfer site.
7) See Photography requirements on separate sheet.

Design Solutions Submittal Schedule

Winter Issue:	Submittals Due November 1	**Spring Issue:**	Submittals due February 1
Summer Issue:	Submittals Due May 1	**Fall Issue**:	Submittals due August 1

Send Submissions to:

Margaret Fisher, MFisher@awinet.org, direct line 571-926-5522
Architectural Woodwork Institute
46179 Westlake Dr., Suite 120, Potomac Falls, VA 20165

Award of Excellence Program
Image Specifications for Project Photos

Award of Excellence Program

Specifications for project images

All photographic images submitted to AWI for inclusion in Design Solutions Magazine must meet these criteria:

1. Images should be shot using professional DSLR with **minimum** resolution 12 megapixel+ capabilities
2. Image size should be at least 9" X 12" @100% and @300DPI.
3. ISO should **not** EXCEED 200 (50 to 100 is optimal)
4. Color space: Adobe **RGB** (1998)
5. Professional photographers shoot RAW images. The RAW format is best.
6. The photographer should submit images in the following formats: JPG, EPS and TIF format (from RAW files) are acceptable. And / or RAW files can also be submitted with the project.

Please Note:

- Images should NOT be cropped or interpolated up from original size.
- Images cannot be sent by way of email due to the huge file sizes. **Send by WeTransfer or similar site**.
- Images meeting this specification typically will yield a photo file size of 34-40+ MB when opened in Adobe Photo Shop software.
- You may send up to 12 photos. Generally, only 6-10 photos are used.
- One exterior photo is expected to be able to show the personality of the building.
- At least one Photo needs to be a vertical (portrait-oriented shot).
- Do not attach the photos to the shop drawings.

Photographic image files should be labeled with name of woodworker and name of project.

PHOTO PERMISSION RELEASE FORM IS REQUIRED. Please send the completed and signed Photo Permission Release Form with the images by WeTransfer or similar site.

Architectural Woodwork Institute
Photo Permission Release Form

By signature of (the photographer's name) _____ grants permission to The Architectural Woodwork Institute to reproduce the copyrighted images of the project known as _____ that has been created for (the photographer's customer name) _____.

The images are intended for use in the Architectural Woodwork Institute's print and digital media. Regardless of the format of an image's use, photographer credit will be stated. Please tell us how you want your by-line to read._____

Signature of the photographer releases The Architectural Woodwork Institute from any copyright infringement.

Photographer, please check one line:

___ Grants permission for use of ALL photos taken for customer and project.

___ Grants permission for use on only these selected images below:

_____ _____

Photographer's Signature Date

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

NOTE: All professionally taken photos must be accompanied by a signed written release from the photographer or studio that your photo(s) originated from. Professional photos submitted to the Architectural Woodwork Institute and or Design Solutions Magazine without a release cannot be used and is cause of an Award of Excellence Submittal's rejection.

_____ _____

Name of person/company that hired photographer Contact Info

Award of Excellence Program
General Information Form

►**Project Name & Location**: _____

►**Project Owner's Name**: _____ Website: _____

Contact Person: _____ Phone: _____ Email: _____

►**Architect/Design Firm:** _____

Address: _____ Website: _____

Contact Person: _____Phone: _____ Email: _____

►**AWI Woodworking Firm:** _____

Address: _____ Website: _____

Contact Person: _____ Phone: _____ Email: _____

►**Supplier Firm(s):** _____

Address: _____ Website: _____

Contact Person: _____ Phone: _____ Email: _____

Items/Contributions Provided: _____

►**General Contractor:** _____

Address: _____ Website: _____

Contact Person: _____Phone: _____ Email: _____

►**Photographer's Name:** _____

Address: _____ Email: _____
(Please be sure to include signed Photographer's image release form)

Check here ☐ if project was completed under AWI's Quality Certification Program (QCP)

Award of Excellence Program
AWI Member Statement

Name of Project _____

Person Completing Form _____PH:_____

Answer questions carefully and completely. The information provided will be quoted within the *Design Solutions* article and attributed to the person completing this form. Your descriptive statement is not limited to these questions. ***Please feel free to expand your answers*** to include information important to describe the project. Information may be submitted separate from this form. Supplemental materials may be included as well.

- List the major architectural woodwork items you fabricated for the project, such as paneling, conference table, desks, etc.

- Who installed the woodwork?

- What woods were used on which items listed in the project? What finishes were used? Please describe any unique veneer matching or other characteristics of the woodwork.

- What woodwork items do you consider to be the most intricate, difficult or noteworthy? Why?

- What design or technical assistance did you provide?

- How did you help the project team meet scheduling and budget objectives?

- How would you summarize your working relationship with the architect/designer?

Please include some background information on your firm for the Woodworker's Profile, as well as the name of the Project Manager, Engineering Manager, Production Manager or others who worked on this project. AWI will contact you to obtain selected shop drawings to be rendered and used in coordination with selected images.

Award of Excellence Program
Architect/Design Firm Statement

Name of Project_____

Person Completing Form _____**PH:**_____

Answer questions carefully and completely. The information provided will be quoted within the Design Solutions article and attributed to the person completing this form. Your descriptive statement is not limited to these questions. ***Please feel free to expand your answers*** to include information important to describe the project. Information may be submitted separate from this form. Supplemental materials may be included as well.

- What is the scope of the project in terms of size, approximate cost, and time frame from inception to completion?

- What were the primary design considerations and objectives?

- In what way were these objectives achieved?

- What specific styling cues were used in the design and why?

- Were there any unusual aspects or special problems associated with the project?

- What woods were used in the design, where used and why were they selected?

- What items produced by the woodworking firm do you consider the most intricate or noteworthy? Why?

- How would you summarize your working relationship with the woodworking firm? Did they provide any special assistance?

- What was the most challenging aspect of the project? Why?

Award of Excellence Program
Project Owner Statement

Name of Project_____

Print Name of Person Completing Form : _____

As Owner or designated representative, I hereby give permission for AWI to publish this project:

► **Signature:** _____ **Date**: _____

Answer questions carefully and completely. The information provided will be quoted within the Design Solutions article and attributed to the person completing this form. Your descriptive statement is not limited to these questions. ***Please feel free to expand your answers*** to include information important to describe the project. Information may be submitted separate from this form. Supplemental materials may be included as well.

- What were your primary considerations and objectives in incorporating woodwork in the project?

- How were these objectives realized?

- What were your major considerations in your choices of wood? How involved were you in selecting the woods used?

- Of the various items produced by the woodworking firm, which do you consider the most difficult or noteworthy? Why?

- How would you summarize your working relationship with the woodworking firm? Did they provide any special assistance?

- Please provide some background information on your company or building.