



Prince Edward Island  
2008 Lieutenant Governor's  
Award of Excellence in Architecture

**ENTRY PROCEDURES**

**INSTRUCTIONS**

**1. INTENT TO SUBMIT FORM**

Complete Intent to Submit form for each entry to be submitted and forward to the AAPEI no later than Friday April 4, 2008.

Registered members of AAPEI may enter as many submissions as they wish.

Each submission requires Intent to Submit Form and \$ 100 submission fee.

**2. SUBMISSION REQUIREMENTS**

**Submission Date:**

Submissions must be received no later than Thursday, May 15, 2008.

Delivery time and location for entries will be announced.

Entrants are solely responsible for timely submissions.

**Submission Identification:**

Each submission is to be packaged and identified as indicated;

***Entry for the PEI 2008 Lieutenant Governor's Award of Excellence in Architecture***

Include the return address of the submitting architect/firm, complete with contact name and telephone number.

Entrants are solely responsible for ensuring submissions arrive on time and intact.

**Entry fee:**

An entry fee of \$100.00 must accompany each project submitted. Include a cheque made payable to the Architects' Association of Prince Edward Island. Submissions not containing the submission fee will be returned to the entrant.

**Agreement:**

Submission of an entry to the Lieutenant Governor Award of Excellence in Architecture grants rights to the AAPEI for publication of any of the material contained in the submission in a book or catalogue. Images may be displayed on the AAPEI website and submissions will be exhibited in a public forum. Permission from owners/clients and photographers is the responsibility of the entrants and must be obtained before making a submission. Project credits will be given to the best of AAPEI's ability. The name and owner of the project may be omitted from publicity releases if so desired and if indicated with the submission.

**While every precaution will be taken to safeguard submissions, the AAPEI cannot be responsible for loss or damage. Following the awards, details will be provided for the return of submissions.**

**3. PRESENTATION FORMAT****Presentation layout:**

All entries should be mounted on A1 (24x36) foam core 12.5mm thick material which is suitable to hang in a gallery space with a maximum 3 boards per entry. Digital submissions are required, for the website, and should be sent in the form of a hard-copy DVD to:

AAPEI

P.O. Box 1766

Charlottetown PE

C1A 7N4

If you have more than one submission, please put them in different folders on the DVD. Please include "Architects' Awards 2008" on the DVD and Case. Attached to this invitation is a project summary that must be completed and included with each entry. AAPEI will not be responsible for damage or loss to submissions.

The submission shall be as follows: a maximum of three {3}, A1 {841 x 594 mm} size presentation boards. Do not include any fold out inserts, attachments or projections on the presentation boards.

**Anonymity:**

The architect's name, company/firm name, or any identifying markings must not appear on the submission except on the two page Project Summary Form, attached to the back of each presentation board. Entries will be judged on an anonymous basis.

**Project Summary Form:**

A Project Summary Form is to be attached to the back of each presentation board. The Project Summary Form is included as an Appendix.

The board number (1, 2 or 3) identifies the order of display to ensure the correct sequence for display of the presentation.

**Project Name:**

**Only** the **project name, project location and board number** is to be identified on the **front** of the presentation boards.

**Presentation Content:**

Board Number one shall contain a short statement outlining the objectives and significance of the project, how the project demonstrates a response to the objectives and which summarizes for the jury why the project is deserves recognition.

The remaining space on the first board and the other two boards may be used for digital images, electronic photographs, drawings, renderings, and text, in colour, black and white or combination. Describe the project with special consideration for the artistic excellence of the design, including such elements as conceptual clarity, design principles, detailing, creativity, innovation and uniqueness.

Do not send originals.

Jury members will be instructed to consider only the completed project in their deliberations.