Eduardo Garcia Award Program

The Tampa Bay Chapter of The American Institute of Architects

Entry Package

Requirements and recommendations

All submissions are to be in PDF format. The specific layout of your submittal/entry is at your discretion.

The entry submittal should present work which best indicates your design ability. Professional, academic and personal work is encouraged. Built and/or unbuilt work is acceptable. Sketches, artwork and/or other related design work may also be submitted. Be selective; quality rather than the quantity of the submittal should be a priority.

The entry submittal should include your personal biography. The biography should include information about your education, awards and scholarships (academic and/or professional) and other relevant information.

You are required to clearly define the extent of your participation in all submitted work. Please identify any academic work which was a team project rather than a product of your individual effort. The following forms declaring and certifying the extent of your responsibilities must be completed for all professional projects and included with the submitted entry. The forms may be retyped, without changes to requirements or content, to agree with the specific format of your entry.

A nomination letter from a member of the architectural profession is required.

Your entry must be received by the AIA Tampa Bay office no later than the time and date as specified on the Call for Entries. No late entries will be received or considered.

The award presentation will occur at the Annual AIA Tampa Bay Chapter Dinner. All applicants are encouraged to attend.

Good luck, the AIA and the award program membership hope that you will find this to be a very rewarding experience.

Enclosures:
> Exhibit list
> Declaration of authorship (completed for each professional project)

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Exhibits List

All professional projects must be clearly identified. List exhibits below in the order in which they appear in your submittal. Place the corresponding number with the project where displayed. Include the location of the project and the year of completion or anticipated completion for all projects. A declaration of authorship must be completed for all professional projects. These forms must accompany your submitted entry.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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Declaration of Authorship

Project number _____ (from exhibits list)

Architect of Record

_____
Architectural Firm of Record

_____
Designer

_____
Date

Synopsis

An individual (other than the entrant) with full knowledge of the project must certify the extent of the entrant's responsibility for each project listed.

The entrant's responsibilities included:

_____	Largely responsible for design
_____	Member of the design team
_____	Entrant's firm executed design
_____	Project architect
_____	Other (explain)