



SUBMISSION REQUIREMENTS

All entries must be anonymous. Entrants' names and/or firm names should not appear anywhere except where indicated on the Entry Form document. On this Entry Form, entrants must provide a title for the submitted project that will not reveal authorship, and this title will be used to identify the project on all other submittal materials.

Each entry must be submitted electronically via upload to our awards website *and* as hard-copy printouts in an 8.5-by-11-inch Itoya Art Profolio Expo with 12 sleeves (24 faces). These are available at art stores, stationary stores, [Amazon](#), and [Dick Blick](#). The first sleeve must contain the Project Description (front). All forms can be downloaded from the awards website:

<http://classicist-phila.org/trumbauer-awards/>

Submittals are to be sent to:

Coldwell Banker Preferred Center City
Attn: Sherrie Boyer - ICAA
1401 Walnut Street, 8th Floor
Philadelphia, PA 19102

Submissions must be postmarked and uploaded by ~~July 20, 2018~~, deadline extended to July 31, 2018, including entry fees.

Upload digital files to the Awards Submission website: <http://classicist-phila.org/trumbauer-awards/awards-submission>

Intent to Submit

Complete an Intent to Submit form by July 6, 2018 to receive a \$25 discount on your first project Entry Fee. The Intent to Submit form can be found here:

www.classicist-phila.org/trumbauer-awards/intent-to-submit

For each entry, requirements are as follows (exceptions noted):

1. **Entry Form** (One hard copy kept separate from portfolio, and PDF file uploaded to the awards website)

For each project submitted, a completed Entry Form must be printed and placed in an envelope (do **NOT** place this form in the portfolio). A digital copy of this document in PDF format should be

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uploaded to the [Awards Submission website](#). The digital filename should be the Project Name followed by “Entry Form”, for example, “Roadside Temple Entry Form”.

2. Entry Fee

Provide a check payable to ICAA Philadelphia. The fee is \$100 for the first entry, and \$75 for each additional entry. Submission materials can be returned if desired. Include an additional return fee of \$25 per return address and indicate location to which entries are to be returned on their entry form. Those who complete an [Intent to Submit](#) form by July 6, 2018 will receive a \$25 discount on their first submission. All fees can be included on one check.

3. Hard Copy of Project Description and Portfolio

Provide one hard copy project description and portfolio in the 8.5-by-11-inch Itoya Art Portfolio Expo. The first view is to be the Project Description. The Project Description Form is a single sheet that contains **approximately 250 words** of text describing the project. Do not identify the designer or craftsman on this sheet but do include the project title. The remaining sleeves are for the Project Portfolio, which may be as long or short as desired, although 12 pages is a recommended length.

It is suggested that architectural projects be documented clearly within a context, including: site plan with north arrow, building plans and, where applicable, pre-existing conditions. Renderings of the design may be included but are not required. Projects located within or adjacent to a building, such as decoration or landscape, should include one exterior photo of the building for reference. Craftsmanship entries should include process images. Simple, single-image pages are strongly encouraged. Plans may include a legend, but otherwise images should be without text or limited to simple captions if appropriate.

4. Digital PDF of Project Description and Portfolio

Provide one PDF file of the Project Description and Portfolio. This PDF is to be identical to the hard copy. Sheets are to be rotated for proper viewing when scrolling between images (a combination of portrait and landscape orientations is permitted). Please reduce the file size to 20 MB or less. The digital file must be uploaded to the [Awards Submission website](#). The digital filename should be the Project Name followed by “Project Portfolio”, for example “Roadside Temple Project Portfolio”. This file may not contain transitions, sound, animation, video clips, panorama movies, hyperlinks, or links to other files. Do not identify the designer or craftsman in this file.

5. Images for Publication (JPEGs uploaded to the awards website)

Provide 2-5 high resolution images of your project in jpeg format. These files are to be uploaded to the [Awards Submission website](#). Each file should be no more than 8 MB. Image filenames should be the Project Name, followed by a number 1-5, for example, “Roadside Temple 1”. These images may be used for promotional purposes and publications relating to the Trumbauer Awards.

6. Image Description List

A PDF of the Image Description Form must be uploaded to the [Awards Submission website](#) to accompany the Images for Publication. The digital filename should be the Project Name followed by Image Descriptions, for example, “Roadside Temple Image Description”. The Image Descriptions

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should include a short description of the subject of the image and any photography credits. This document will not be used as part of the jury process.

Additional Information

ICAA Philadelphia reserves the right to disqualify any incomplete submittals.

ICAA will not be retaining materials submitted for this awards program. Any individual wishing to recover their submittal materials at their own expense may do so following the procedures listed above.

Entrants will be notified by August 5, 2018 that submissions were received. No phone calls please.

For questions regarding submission requirements or procedures, please email icaaphila@gmail.com.