Submission Guidelines

The submission guidelines for the Fifth Biennial Trumbauer Awards are outlined below, along with some helpful tips to prepare and track your submission materials.

Preparing your submission

For each project submitted, the following is required:

Online Submission Form

Includes:

- Award category
- Project title (choose one that will not reveal authorship)
- Project location
- Square footage
- Date of completion (if built)
- Key partners (7 max.)
- Project statement; a brief narrative (no more than 250 words) summarizing the principal aspects of the project to convey its significance to the jury; with particular emphasis on how the project reflects the classical tradition of its respective region
- 12-24 high resolution images

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. Relevant drawings may include elevations, sections, details, and concept sketches. 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. It is recommended that plans include a legend, but otherwise images should be without text or limited to simple captions if appropriate.

Prior to uploading, save your images as follows:

Project Title_Image #

Image captions are optional and can be included in a separate Word or PDF document. Include the file name with each corresponding caption. Captions are recommended not to exceed 50 words. Prior to submission, .zip your photograph files and caption document (if applicable). Save the .zip file as the project title name, which can then be uploaded to the online submission form.

Photographs (for marketing)

Choose 12 high resolution images, which have been included in your visual portfolio, that can be used for marketing purposes (ensure that they may be used in future printed and digital media); including featuring winning projects online, in print, and in the media. When

preparing images for submission, keep these in mind:

- All images should be at least 300 dpi in .jpg or .tiff format. Horizontal orientation is preferred
- Photo credits are required for each image (use firm name if image is owned by the firm).

Prior to uploading save your images as follows:

Project Title_Image #_Credit
Examples: Classical Country Estate_1_Credit John Doe Photography.jpg
Classical Country Estate_2_Credit Classical Architecture LLC.jpg

Image captions are optional and can be included in a separate Word or PDF document. Include the file name with each corresponding caption. Captions are recommended not to exceed 50 words. Prior to submission, .zip your photograph files and caption document (if applicable). Save the .zip file as the project title name_marketing, which can then be uploaded to the online submission form.

Award Categories

The following categories will be used as a guide for adjudication:

- Student/recent graduate (students can only submit in this category)
- New Residential Architecture over 5,000 sf
- New Residential Architecture under 5,000 sf
- Historic Preservation
- Renovation/Sympathetic Addition
- Commercial (renovation and/or new work) - Non-Residential
- Interior Design - Residential
- Interior Design - Non-Residential
- Interior Design - Single Room
- Landscape Design - Residential
- Landscape Design – Non-Residential
- Urbanism/Planning
- Ancillary Structure
- Architectural Arts
- Fine Arts
- Craftsmanship (contractor award)
- Patronage/Stewardship

The jury will have latitude in defining categories of projects to receive awards, selecting which categories receive an award, and in granting special citations. Not every category may receive an award. Designers are encouraged to submit projects, regardless of whether they fit neatly into the categories described above. All projects, except for student work, are required to be constructed.

The category of Architectural Arts is intended for individuals and companies in the allied arts (i.e. iron work, woodwork, plaster, masonry, decorative painting, etc.) while the category of Fine Arts is intended for individuals in painting and sculpture.

The category of Ancillary Structure is intended for secondary structures to a primary building (i.e. garages, sheds, barns, pool houses, garden follies, etc.).

The category of Commercial (renovation and/or new work) – Non-residential is intended to include all commercial, institutional, civic, and ecclesiastical submissions.

The category of Historic Preservation aims to return a building to its original state using period-appropriate materials and techniques.

The category of Interior Design - Single Room is intended to highlight the work of a single space in the context of a larger project. Appropriate floor plans and drawings are encouraged.

Entrants in the Patronage/Stewardship category are intended to recognize the contributions by people or companies who have been exceptional supporters of classical architecture, urbanism, or the allied arts. They can be either self-nominated or submitted by others; and may be either an individual or organization with a strong connection to the Philadelphia or Ohio & Lake Erie Chapter areas.

Student Projects – students must be members of the ICAA Philadelphia Chapter. Either the project, student's educational program, or place of residence must be located within ICAA Philadelphia's region (PA, NJ, or DE).

The Craftsmanship Award is intended to highlight a general contractor whose built work demonstrates the highest level of technical craftsmanship in execution. Award submission should include photographs of the built work, along side process photographs and or design drawings and documentation from the design professionals involved in the project.

Submission & Return Fees

$200: Professional Submission, $150 for each additional submission.

Submission fees are waived for student and patronage/stewardship categories.

Completed Submissions

ICAA reserves the right to disqualify any submission that does not include the required materials. Submitters will receive confirmation of receipt of their submission on or before October 2, 2026 at 11:59PM ET, once all components are completed (online submission form and payment). No phone calls please.

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