



# AIA South Dakota

A Society of the American Institute of Architects

## 2018 Nominated Awards

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submittal deadline

**8/10/18**

# SUBMITTAL INSTRUCTIONS

## 2018 AIA South Dakota Nominated Awards Program

### **Nomination Procedures**

All AIA South Dakota current members are invited to submit for our 2018 Nominated Awards. The program information, Nomination Form, and Award Criteria are available on the AIA SD website, [www.aiasouthdakota.org](http://www.aiasouthdakota.org)

There is no limit to how many years a nominee may be submitted for an award; however, a recipient may receive a specific award only once. Awards are not given posthumously. Members of the current Design Awards Committee are not eligible to submit during their tenure.

There is no entry fee for nominations.

### **Nomination Deadline**

All nominations must be received by AIA South Dakota by 5:00 p.m. on Friday, August 10, 2018. Nominations can be mailed in or submitted using a file sharing program such as Dropbox or We Transfer.

Nomination letters should be addressed to: Michelle Klobassa, AIA, Chair, Design Awards Committee

Email nominations to: [angela@aiasouthdakota.org](mailto:angela@aiasouthdakota.org)

### **Nominator Responsibilities**

The nominating member is responsible for the following:

- Preparation of the Nomination Form. Please ensure that materials are contained in a single PDF file, and they are delivered by the deadline
- Communication with the nominee and notification about the selected award recipient (s)
- Coordination of recipient attendance at the AIA SD Annual convention September 14<sup>th</sup>, 2018 in Sioux Falls, SD

### **South Dakota General Submittal Requirements**

Information submitted should specifically demonstrate how the nominee's achievement, work, contributions, and experiences meet the purpose and criteria of the specific award.

- Each nomination must be submitted in electronic file format using PDF. Nomination materials are to be contained in a single PDF file in the order listed, and within the limits listed on the individual awards nomination guidelines.
- Digital images contained in the PDF file are to be of low resolution. The submittal PDF file must be smaller than 15MB; use of PDF Optimizer and the Save As feature of Adobe Acrobat Professional will help make the files compact without compromising integrity.
- Nominations can be submitted via email
- Include high resolution images as separate files (JPEG). Upon final selection, nominators and/or recipients will be contacted to provide additional high resolution images as needed.
- Black text on a light/white background is preferred. Provide succinct narratives and descriptive statements with images.
- Graphic timelines may be effective for some biographical information.
- Letter of support should be one page in length and explicit in their recommendation and reason for support.
- A page is considered to be one sided and 8.5" x 11"
- An optional item, such as a publication, as specifically allowed in the individual award guidelines, should be labeled and accompany the submission. The item may be reclaimed by the nominee after the award announcements.

### **Questions ?**

Please direct any questions regarding nominated award submissions or procedures to:

Angela Lammers  
Executive director  
[Angela@aiasouthdakota.org](mailto:Angela@aiasouthdakota.org)

## **Nominated Awards Schedule**

- August 10th - Submittal deadline by 5:00 p.m.
- August TBD - Design Awards Committee meets to jury the Nominated Awards
- August 24<sup>th</sup> – Honorees notified
- September 13/14 - the 2018 nominated award recipients will be recognized at the AIA annual convention

## **Award Criteria**

Young Architect Award

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Legacy Award

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# NOMINATION FORM

## 2018 AIA South Dakota Nominated Awards Program

### Category of Nominations

- Legacy Award
- Young Architect Award

### Nominee Information

Nominee's Full Name: \_\_\_\_\_

Nominee's Firm/Organization Name: \_\_\_\_\_

Firm/Organization Contact: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Nomination Contact (Chapter or Individual Member)

Nominator/Sponsor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Is the nominee aware of this Nominated Award submittal?

- Yes  No

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

## **Young Architect Award**

The Young Architect Award is intended to encourage AIA involvement by early career professionals and recognize their talents and contributions to the architectural profession in South Dakota.

**Eligibility:** AIA South Dakota members who have been licensed fewer than 10 years by the submission deadline and are currently licensed in the state of South Dakota.

**Nomination:** Nomination may be made by an AIA South Dakota member.

### **Criteria:**

- Leadership in professional practice, design, service and/or education
- Service to the AIA through participation and encouragement of fellow members and nonmembers
- Exceptional contributions to the profession and the community

### **Submission Requirements:**

- Completed Nomination Form
- Nomination letter (one page maximum) written by the nominating member summarizing the nominee's contributions to the criteria above
- Biography of the nominee (two pages maximum) including date of registration and SD license number, professional history, honors, and activities related to the purpose of the award
- Photograph of the nominee in JPG format

## **Legacy Award**

The Legacy Award is intended to recognize an AIA South Dakota member for a lifetime of leadership and dedication to architecture, the profession and the community.

**Eligibility:** AIA South Dakota members currently licensed in the state of South Dakota.

**Nomination:** Nomination may be made by an AIA South Dakota member.

### **Criteria:**

- Evidence of nominee's contributions having a significant impact on the profession and the community over their entire career
- Service to the AIA through participation and encouragement of fellow members and nonmembers
- Exceptional contributions to the community

### **Submission Requirements:**

- Completed Nomination Form
- Nomination letter (one page maximum) written by the nominating member summarizing the nominee's contributions to the criteria above
- Biography of the nominee (two pages maximum) including professional history, honors, and activities related to the purpose of the award
- Photograph of the nominee in JPG format