



## CALL FOR ENTRIES

### RULES AND ELIGIBILITY:

- Individual members and member firms, in good standing, of the Institute of Classical Architecture & Art. Visit <http://classicist-se.org/membership/join/> for more information.
- Those with offices and/or projects within the states of Alabama, Georgia, Mississippi, North Carolina, South Carolina & Tennessee.
- Those with offices outside the Southeast Chapter Region, the projects must be located within the states of Alabama, Georgia, Mississippi, North Carolina, South Carolina & Tennessee.
- Projects submitted must have been completed within the last seven (7) years, and be substantially complete by the time of submission.
- The individual or firm making the submission must have the approval of all those with legal ownership of the project and/or its design: including client, architect/designer of record and/or developer.
- Submitter must have permission to use all photography and/or printed material contained within the submission. The ICAA Southeast Chapter reserves the right to use all materials submitted in future print and digital media for promotional purposes.
- Student and Emerging Professional category rules and eligibility:
  - Open to young professionals/recent graduates and current students in the fields of design, craftsmanship, or preservation. There is no age limit.
  - Project must be completed in a studio, or as independent work, and must be completed within three (3) years of graduation. The project is not required to have been built.
  - Applicants must be current members of ICAA at time of submission.
  - The applicant must meet one (1) of the following criteria:
    - A Student in a university within the Southeast Region, to include the states of Alabama, Georgia, Mississippi, North Carolina, South Carolina & Tennessee.
    - A recent graduate whose firm or firm of employment is in the Southeast Region.
    - A student whose home address is still within the Southeast Region.
  - Submissions should be drawings with a maximum of three (3) photographs.

# CATEGORIES

## Architecture

- Residential - Under 5000 sf
- Residential - Over 5000 sf
- Renovation - Under 5000 sf
- Renovation - Over 5000 sf
- Commercial/Civic/Institutional/Multifamily/Planning

## Interior Design

- Interior Design - Under 5000 sf
- Interior Design - Over 5000 sf
- Interior Design - Commercial/Civic/Institutional

## Landscape/Garden Design

- Residential
- Civic/Commercial/Parks/Planning

## Artisanship/Craftsmanship

## Pedagogy/Restoration/Stewardship/Service

## Student/Emerging Professional

# SUBMISSION REQUIREMENTS

Each entry should be printed on white paper and submitted separately in a 1/2" inch, 8 1/2" x 11" black binder with pockets.

- There shall be no identifying markings on any material submitted. Any submission that does not meet these requirements shall be disqualified.
- **Return of Binders** – Binders will be returned in one of two ways.
  1. Please include a prepaid self-addressed envelope with the submittal adequate in size to hold the binder, or
  2. Binders may be picked up on January 16 or 17, 2018 between the hours of 10:00 AM – 3:00 PM at 800 Miami Circle, Suite 100, Atlanta, Georgia 30324.

## THE BINDER SHALL INCLUDE:

- Utilize a Black, 1/2" size, 3 Ring Binder, with 2 inside front/back cover pockets, to hold 8 1/2" x 11" letter size sheets.
- Include numbered **Photographs** (minimum of 10 required, maximum of 20 allowed) with the project title and captions on the front of each.
- Include **Applicable Drawings** with north arrow, graphic scale, and title on each.
- Include a Copy of **Official Entry Form** in the front pocket of binder (PDF file on CD).

- Include a Signed **Photo Release Form** in the front pocket of binder (PDF file on CD).
- Include a **Project Summary**; a single sheet containing a maximum of 300 words of text describing the project. Do not identify the firm or individual submitting, but do include the project title.
- Remember, each page of the entry must be printed on white paper, bear no identifying marks, be clearly and sequentially numbered, with the project title included on every page.
- Include a **CD** or **USB Flash Drive** (Lexar brand only) in the back pocket of the binder with the following files on it:
  - a. PDF/Digital Copy of Official Entry Form.
  - b. PDF/Digital Copy of Signed Photo Release Form.
  - c. 300 dpi JPG of each individual photograph (minimum of 10 required, maximum of 20 allowed) and/or drawing in the submission. All photo files shall include the image number/project name/name of photographer.  
(Example: 01project title\_photographer name)
- Student and emerging professional submissions to include drawings and a maximum of three (3) photographs. All other requirements are the same.
- **RELEVANT DRAWINGS**
  - Site Plan
  - As Built plans
  - Floor plans
  - Sections
  - Elevations
  - Interior elevations (if appropriate)
  - Details necessary to explain the project to the Jury
  - All interior design entries should include
    - Floor Plan
    - Furniture Plan
    - Lighting Plan
    - Flooring Plan, *if applicable*
  - Landscape design entries should include
    - Landscape plan or site plan
    - Landscape details, if appropriate
    - Planting plan, if appropriate
- **ALL DRAWINGS MUST HAVE:**
  - Title
  - North arrow
  - Graphic scale
  - Page numbers

- Failure to meet entry and eligibility requirements could result in disqualification
- **Please note: All Rules and Eligibility and Submissions Requirements posted on the ICAA Southeast website supersede any and all printed materials.**

## FEES, DEADLINES AND DELIVERY METHOD

### Submission Fees

- \$150.00 first project
- \$100.00 each additional project
- \$200.00 for late entry
- \$25.00 for Student/Emerging Professionals

*For a link to the payment page please visit our website:  
<http://classicist-se.org/award/shutze-awards-submission-and-eligibility>  
 No alternate forms of payment will be accepted.  
 Entry fee is non refundable*

### Binder Submission

Attention Tom Grice c/o Georgia Tech Library  
 266 Fourth Street, NW  
 Atlanta, Georgia 30332

### Submission Deadlines

All materials must be submitted before 4:00 pm, December 8, 2017.

Late submissions must be submitted before 4:00 pm December 15, 2017, *late entry fee applies.*

### Winners

Winners of the Phillip Trammel Shutze Award will be notified by January 12, 2018.

Winners will be recognized at the Awards Ceremony on March 3, 2018 at the

Piedmont Driving Club and are expected to attend or send a representative in their place.

The winning entries will be displayed on the ICAA Southeast Chapter website, in print and digital media.