



## 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 within the states of Alabama, Georgia, Mississippi, North Carolina, South Carolina & Tennessee, the project may be located anywhere worldwide.
- 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 ten (10) 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 five (5) 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 as defined above.
    - A student whose home address is still within the Southeast Region, as defined above.
  - Submissions should be drawings with a minimum 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/Estate – one acre or more  
Residential/Garden - less than one acre  
Civic/Commercial/Parks/Planning

## Artisanship/Craftsmanship

Projects in this category represent works of arts and crafts created as a permanent element of an architectural project. Entrants should be directly involved in the specific design or execution of the work.

## 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. Plans or drawings that would be illegible on the smaller format may be printed on 11"x17" paper and folded. Please do not place in a page protector sleeve if using the larger format for drawings.

- 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 the appropriate prepaid self-addressed envelope with the submittal adequate in size to hold the binder, or
  2. Binders may be picked up on January 21 or 22, 2020 between the hours of 10:00 AM – 3:00 PM at 800 Miami Circle, Suite 100, Atlanta, Georgia 30324.  
*(Any binder that is not returned or picked up by January 22, 2020 will be destroyed.)*

## 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 photos allowed) with the project title and captions on the front of each. The photo count is defined as actual photos. For example, if two photos are included on a page they are counted as two photos. (pages with multiple photos are discouraged) Drawings, plans, elevations, etc. are not included in the photo count.
- 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. **(If the project description exceeds 300 words the submittal is subject to disqualification)**
- 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:
  - a. PDF/Digital Copy of Official Entry Form.
  - b. PDF/Digital Copy of Signed Photo Release Form.
  - c. Project Summary
  - d. 300 dpi JPG of each individual photograph and/or drawing (minimum of 10 photos required, maximum of 20 photos) allowed in the submission. All photo files shall include the image number/project name/name of photographer. (Example: 01project title photographer name) Drawings are not included in the photo count.
- Student and emerging professional submissions to include drawings and a minimum 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 Finish Plan, *if applicable*
  - Landscape/Garden Design entries should include
    - Landscape plan/Site plan
    - Landscape details, if appropriate
    - Planting plan, if appropriate

- ALL DRAWINGS MUST HAVE:
  - Title
  - North arrow on all plans
  - Graphic scale
  - Page numbers
- Failure to meet entry and eligibility requirements could result in disqualification
- **Please note: All Rules, Eligibility and Submissions Requirements posted on the ICAA Southeast website supersede all printed materials.**

## FEES, DEADLINES AND DELIVERY METHOD

### Submission Fees

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

*For the link to the payment page please visit our website:  
[http:// classicist-se.org/award/shutze-awards-submission-and-eligibility](http://classicist-se.org/award/shutze-awards-submission-and-eligibility)  
 No alternate forms of payment will be accepted.  
 Entry fees are non-refundable.*

### Binder Submission

Georgia Tech College of Design  
 Attn: School of Architecture – Jenifer Burton  
 245 Fourth Street, NW  
 Atlanta, Georgia 30332-0150

Please note this is a new receiving address for 2020 submissions. Due to limited parking it is highly suggested all submissions be delivered via USPS, UPS, FedEx or courier. Please request a delivery receipt or tracking number.

### Submission Deadlines

All materials must be submitted before 4:00 pm, December 5, 2019.  
 Late submissions must be submitted before 4:00 pm December 12, 2019, *late entry fee applies.*

### Winners

Winners of the Phillip Trammel Shutze Award will be notified by January 17, 2020. Winners will be recognized at the Awards Ceremony on March 7, 2020 at the Piedmont Driving Club located in Atlanta, Georgia 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.