2018 Design Awards

Hosted by the Hawaii Chapter of the American Society of Landscape Architects

**Call for Submissions! March 2-July 10, 2018**

# SUBMISSION OVERVIEW

\*\*Note: This document is to be used as a planning checklist and worksheet. It **should not** be uploaded or submitted. Submissions must be completed through the 2018 Design Awards website ([www.hawaiiasla.org/2018-awards](http://www.hawaiiasla.org/2018-awards))

Hawaii ASLA will be accepting only digital submissions beginning in 2018. The online submission process includes three steps. All three steps must be completed online and submitted prior to the deadline, **11:59pm HST July 10, 2018.** Incomplete applications will not be considered for judging.

SUBMISSION CHECKLIST

* Step 1: Submission Form
	+ Name (First and Last): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Submission Type (Hawaii ASLA Member or Student)
	+ Award Category - Limit 1 per project
		- Category I - General Design
		- Category II - Residential Design
		- Category III - Analysis and Planning
		- Category IV - Research and Communication
		- Category V - Student General Design
	+ Project Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Project Credits - Including Client, Project Team, Architect, Civil Engineer, Contractor, Consultants, etc.

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	+ Project Description - in 175 words or less, describe the project and why it’s award-worthy.

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	+ Project Narrative - Describe in 1275 words or less the project location, scope and size, site and context investigation, design program, design intent, materials and installation methods, environmental impact and concerns, collaboration with the client and other designers, and other significant issues.

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* Step 2: Upload Documents - 8.5” x 11” PDF file, not to exceed 20mb and 16 pages
	+ 1 plan (minimum requirement)
	+ 5-15 additional drawings and/or photographs
	+ Image Captions - No more than 40 words each
	+ Label the .PDF file with the project name/title
* Step 3: Submit Payment - Via PayPal
	+ Hawaii ASLA Member - $250.00
	+ Student - $25.00