



American Institute of Architects Central Valley

## DESIGN AWARDS PROGRAM - DIVINE DETAIL

### INSTRUCTIONS FOR DIVINE DETAIL SUBMITTAL:

Each Divine Detail entry must have a separate 3 digit entry number. Each entry number will be assigned by the AIACV upon registration and fee payment. All submitted files must include the 3 digit entry number in their names, noted throughout as the variable “XXX”. **Divine Detail entry numbers will be sent to you upon receipt of registration and fees. Divine Detail production templates are available for download on the AIACV website at [www.aiacv.org](http://www.aiacv.org).**

1. Each AIACV Divine Detail entry must consist of the following items:

- a) (1) **PDF** slide containing your Divine Detail entry. This PDF will be viewed by the Jury. This file will be named, “DD\_XXX”, where “XXX” is the variable for entry number (i.e. **227** for entry number 227 or DD\_227). **This file may not exceed 3MB – no exceptions.**
- b) (1) **PDF** Project Identification & Photo Release Form. This PDF will not be viewed by the jury. This file will be named, “ DD ID\_XXX”, where “XXX” is the variable for entry number (i.e. **227** for entry number 227 or DDID\_227).
- c) (1) 20” wide x 15” high hard copy **Exhibition Board** for display at the AIACV Design Awards Gala. This board will not be seen by the jury.

**Note:** You MUST use the PowerPoint templates available at [www.aiacv.org](http://www.aiacv.org) as a guide for the size and order of your final **PDF** slides submittal. The completed *Divine Detail Entry Template* and *Divine Detail Project ID & Photo Release Template* should each be “saved as” separate **PDF** documents for final submittal. Do not submit the PowerPoint files, **only PDF slides will be accepted for items 1a and 1b.**

2. The 20” wide x 15” high hard copy exhibition board shall be mounted to 3/16” to 1/2” thick foam board, gator board or an eco-friendly material and include the following:

- a) A brief description and statement of the design intent.
- b) Image(s) of the constructed detail.
- c) Contextual information, preferably in image form, showing the detail’s relationship to the whole project.
- d) Entry number, “DD\_XXX”, indicated on the center back of the board.

**Note:** The hard copy exhibition board may include firm, project and client information as it will not be seen by the jury. See item 3 on the following page for strict limitations on information contained on the electronic PDF submittal of the Divine Detail entry as it will be reviewed by the jury.

(continued)

### ONLINE SUBMITTING:

When you have completed your entry using the PowerPoint templates provided and converted to PDF format, go to the link below to send them to the AIA Central Valley

<https://dropbox.yousendit.com/AIACV-Award-Submittal>

Enter your project name in the subject line, and then browse for your file. Once you have attached all the entry materials for the project, click on “SEND IT.”

You should receive an email confirmation that your files have been sent.

If you have questions, call the AIA Central Valley Chapter at 916-444-3658 or email [kanderson@aiacv.org](mailto:kanderson@aiacv.org)

AIA Central Valley  
1400 S Street, Suite 100  
Sacramento, CA 95814

**Your digital entries must be received by 12 Noon PST , March 17<sup>th</sup> 2011. Your hard copy exhibition board must be received by 12 Noon PST , May 5<sup>th</sup> 2011. NO LATE ENTRIES WILL BE ACCEPTED.**



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INSTRUCTIONS FOR DIVINE DETAIL SUBMITTAL (continued):

3. The Divine Detail **PDF** will be identical to the Divine Detail hard copy exhibition board with the exceptions noted below.
  - a) Only your 3 digit entry number, “DD\_XXX”, shall be placed in the upper right corner of the board . Please use the PowerPoint template provided to ensure the correct placement of your entry ID number.
  - b) When designing the Divine Detail entry submittal, do not include any firm or project identification information on the slide. The name of the project can be mentioned generically. For example, entrants may say, “The education center was designed for the university”, instead of, “The Ann Andrews Center was designed for Sacramento State University”. **Review your entry carefully! Electronic PDF submittals using actual project names or references to designer or client in text descriptions and/or visible in photographs or graphics will be disqualified.**
  
3. The Project Identification & Photo Release **PDF** will have the following information:
  - a) Project Name
  - b) Completion date
  - c) Type of Project
  - d) Use/Function
  - e) Firm Name & Address
  - f) Photo Release Information

**Note:** You must use the PowerPoint template provided as a guide for your final **PDF** slides. The completed *Divine Detail Entry Template* and the *Divine Detail Project Identification & Photo Release Template* should each be saved as separate **PDF** documents for final submittal. **Do not submit the PowerPoint file, only PDF files will be accepted.**

**Note:** Each Divine Detail entry must have **a separate file name and entry number**. The entry number is as-assigned by the AIACV at time of registration and fee payment.

**Note:** File name for the Divine Detail entry file shall follow the format. “DD\_XXX.pdf” where “XXX” is the variable for entry number (i.e. 227 for entry number 227, or DD\_227.pdf). File names for the Divine Detail Project Identification & Photo Release file shall have the format. “DDID\_XXX.pdf” where “XXX” is the variable for entry number (i.e. 227 for entry number 227, or DDID\_227.pdf). The Divine Detail Project Identification & Photo Release file will not be seen by the jury. They are for AIACV staff use only.

(continued)

ONLINE SUBMITTING:

When you have completed your entry using the PowerPoint templates provided and converted to PDF format, go to the link below to send them to the AIA Central Valley

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### SUBMITTAL CHECKLIST FOR DIVINE DETAIL:

Please use the following checklist to review your final submittal prior to uploading to the AIACV website per the instructions in the right margin of this slide. The digital portion of the AIACV Design Award Submittal shall be upload by **12 Noon PST, March 17<sup>th</sup>, 2011.**

- (1) single **PDF** file containing your Divine Detail entry uploaded to the AIACV ftp site with the file name "DD\_XXX".
- (1) single **PDF** of the Project Identification & Photo Release form uploaded to the AIACV ftp site with the file name "DDID\_XXX".
- (1) 20"x 15" hard copy Exhibition Board for display at the AIACV Design Awards Gala. Board to be submitted to the AIACV by **12 Noon PST, May 5<sup>th</sup>, 2011.**
- I have reviewed all warnings and notes regarding limitations to project and firm identifications displayed on all electronic submittals.

### POWER POINT TEMPLATE INFORMATION:

To submit the final PDF slides, select the "save as" command in PowerPoint and select the option to save as PDF. Please open your saved PDF file prior to submitting to AIACV to ensure your slides have been included, legible and in the proper order.

### DIGITAL IMAGE PREPARATION TIPS:

PowerPoint "slides" are the equivalent of 10" wide by 7.5" high and images of a resolution between 150 to 200 pixels per inch (ppi or dpi) are generally of adequate quality for most display devices. Given this, a 200 ppi image at full bleed on the slide will result in an image of 2000 pixels wide x 1500 pixels high. Increasing the image size to 300 ppi will likely double the file size with no discernable improvement in image quality. Use file types that allow compression to keep the file sizes low, use jpg or png images and avoid using tif files. Size your images *before* bringing them into PowerPoint, crop them to the appropriate size so that they do not "hang" off the edge of the viewable area and avoid stretching within PowerPoint to assure quality. It's always best to start with a high quality image and down-sample to reduce file size. A 100 ppi image up-sampled to 200 ppi will not be as clear as if you started with a 300 ppi image and down-sampled to 200 ppi.

If you are using this template to create a file for printing the hard copy exhibition board for the Gala you may want to prepare the slide using higher quality images as the slide is effectively half the size of the final print document.

Thank you for your submittal.

### ONLINE SUBMITTING:

When you have completed your entry using the PowerPoint templates provided and converted to PDF format, go to the link below to send them to the AIA Central Valley

<https://dropbox.yousendit.com/AIACV-Award-Submittal>

Enter your project name in the subject line, and then browse for your file. Once you have attached all the entry materials for the project, click on "SEND IT."

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