

2010 RAIC National Urban Design Awards

Checklist

The following is a list of all contents required to be inserted in the binder and their order or sequence

Entry Fee

- Entry Fee enclosed. An entry fee must accompany each submission that is not from a municipally administered local urban design awards program. A cheque payable to the *Royal Architectural Institute of Canada* must accompany each entry.

Participation Identification Form

- The Participation Identification Form must be completed in full. (This form is to be inserted in a plastic sleeve as page one of the binder)

Summary Sheet

- Summary sheet: a one-page description of the project or program that includes a statement of the problem and its goals, size, and cost, if applicable. (This form is to be inserted in a plastic sleeve as page two of the binder.)

Descriptive Data Sheet

- Descriptive data sheet: a two-page statement outlining the urban design issues and key urban design concepts of the project, emphasizing process and implementation, and including a description of the merits that justify consideration of an award. (This form is to be inserted in a plastic sleeve as page three of the binder.)

Publication Release Form

- Completed Publication Release Form. (This form is to be inserted in a plastic sleeve as page four of the binder.)

Disclaimer and Declaration Form

- Signed and dated Disclaimer and Declaration Form. (This form is to be inserted in a plastic sleeve as page five of the binder.)

List of Illustrations (Index)

- A maximum of ten (10) illustrations that are labeled with number and described on the List of Illustrations (Index) form provided. All illustrations become the property of the RAIC.

Illustrations

- Photographs, drawings and plans, indicating the overall context and scope of the submittal, must not to exceed 11 inches x 17 inches folded.
- On the back of all illustrations provide a one-sentence description of the view or contents.
- If illustrations are copyrighted by more than one photographer, please number the illustrations on the back. These numbers will be used when you credit the photographers on the release form for submission materials.

Supporting Materials

- Publications, guidelines or reports (or excerpts) may also be submitted to a maximum of twenty five (25) pages, single-sided.

CD-ROMS

- Two (2) duplicate PC-compatible CD-ROMs to be inserted in a plastic sleeve or sleeves at the back of the binder. CD-ROMs must be labeled with the project name.