HELPFUL SUBMISSION TIPS

There is a maximum of 1,000 words total for all criteria (word count does not include the design concept statement)

Organization:

• Please print the Rules and Regulations from NJ.ASID.org website and read carefully.

• The Design Excellence Award competition website is user friendly and easy to edit your entry throughout the entire submission period. Do not wait until last minute to start the process.

• Make a checklist for each project you are submitting and check off each section as you go.

• Keep organized folders on your computer for each submission to store photos, drawings and written narratives or captions.

• Clearly label & number all photos to ensure that you submit the correct images when needed.

• Make sure you submit the correct resolution/file size photos as photographers often give you both high-and low-resolutions. Keep in two different, clearly labeled folders on your computer.

• Please make sure your drawings are free of logos, names, or any identifiers before submitting.

• Please indicate the proper scale on your Floor Plan. In addition, square footage of that floor plan must be included.

• For Single and Two or More Spaces as well as Contract, Student, and IP, please include the project total square footage on the Entry submission page where indicated.

• Please read the disqualification section thoroughly, one omission of a requirement will disqualify your project.

Photography Tips:

• Leave enough time to get your projects photographed, whether hiring a photographer or taking your own. Timing with clients may take planning, so arrange accordingly.

• It helps to plan a photoshoot for a day with optimal lighting conditions. Location of space, and where sun will be at different times of the day, and/or if the room has a lot of natural light should be taken into consideration.

• The more photos the better! Discuss angles & specific details with photographer that correlate to the narrative you are writing.