



## Award of Excellence Program Design Solutions Magazine

**DESIGNSOLUTIONS**

### Submittal Forms

#### ***Recognizing Excellence in Fine Architectural Woodwork***

AWI's widely-respected Award of Excellence Program distinguishes the finest custom architectural woodwork projects and acknowledges the efforts of the architects, design professionals, woodwork manufacturers responsible for those projects. Award winners receive Certificates of Excellence and the opportunity to have their distinctive projects published in *Design Solutions*, the quarterly journal of the Architectural Woodwork Institute.

**What's Eligible** Only projects featuring woodwork manufactured by an AWI Manufacturing Member Company. Projects of any size are considered, including interiors, exteriors or specialty items. Selected and published projects are then eligible for the annual "Standards of Excellence" Award.

**Who Can Submit ...** The architect, designer, woodworking firm, or project owner.

**How To Submit ...** *Submissions may be made at any time. Follow these simple steps:*

- 1) The AWI manufacturing member firm completes the **General Information Form** and the **AWI Woodwork Manufacturing Member Statement**.
- 2) The architect/design firm completes the **Architect/Designer Form**.
- 3) The project owner completes the **Owner's Form**.
- 4) The photographer completes and signs **Photographer's Release Form**.
- 5) The participant responsible for submitting the project collects all the forms, along with photos of the project, and sends them to AWI via mail. Note the Guidelines and specifications for submitting images of your project.

**What Happens Next ...**After reviewing submittal, and prior to publication of the magazine, AWI will contact the woodworking firm and ask for specific shop drawings related to the images submitted.

#### **Send Submissions to ...**

Philip Duvic  
AWI Award of Excellence Program  
Architectural Woodwork Institute  
46179 Westlake Dr. Suite 120  
Potomac Falls, VA 20165

#### **Email Submissions and questions to ...**

pduvic@awinet.org  
direct phone 571-323-3621

#### **Award of Excellence Application Schedule**

**Winter Issue** .....Submittals Due December 1

**Spring Issue** ...Submittals Due February 1

**Summer Issue** ....Submittals Due May 1

**Fall Issue** .....Submittals Due August 1

# **Guidelines for Submitting Images**

## **Award of Excellence Program for Design Solutions Magazine**

### **Specifications for project images**

All photographic images submitted to AWI for inclusion in *Design Solutions Magazine* must meet these criteria:

Images should be shot using professional DSLR with minimum resolution 12 megapixel+ capabilities

ISO should not EXCEED 200 (50 to 100 is optimal)

Color space: Adobe RGB (1998)

Professional photographers shoot RAW images. The RAW format is best.

The photographer should submit images in the following formats:

**JPG, EPS and TIF format (from RAW files)** are acceptable.  
And / or RAW files can also be submitted with the project.

Images meeting this specification typically will yield a photo file size of **34-40+ MB** when opened in Adobe Photo Shop software.

**Please Note:** Image should **NOT** be interpolated up from original size! Images cannot be sent by way of email due to the huge file sizes.

Photographic image files must be written to a CD-Rom or DVD disc and labeled with name of woodworker and name of project.

**PHOTOGRAPHER'S RELEASE FORM IS REQUIRED.**

Please send the completed and signed Photographer's Release Form with the images.



46179 Westlake Drive Ste. 120 / Potomac Falls, VA 20165 / tel - 571.323.3636 / fax – 571.323.3630 / [www.awinet.org](http://www.awinet.org)

## **Photographer's Release Form**

By signature of (the photographer's name)\_\_\_\_\_grants permission to The Architectural Woodwork Institute to reproduce the copyrighted images of the project known as\_\_\_\_\_ that has been created for (the photographer's customer name)\_\_\_\_\_.

The images are intended for use in the Architectural Woodwork Institute's Design Solutions magazine in both print and digital media. Regardless of the format of an image's use, photographer credit will be stated.

Signature of the photographer releases The Architectural Woodwork Institute and Design Solutions Magazine from any copyright infringement.

Photographer, please check one line:

- The copyright is being released on all photos taken for customer and project.
- The copyright is being released on only these selected images below:

\_\_\_\_\_  
Photographer's Signature

\_\_\_\_\_  
Date

Mailing Address:

City

State

Zip

Phone

Email

NOTE>> All professionally taken photos must be accompanied by a signed written release from the photographer or studio that your photo(s) originated from. Professionally taken photos submitted to the Architectural Woodwork Institute and or Design Solutions Magazine without a release can not be used and is cause of an Award of Excellence Submittal's rejection.

# General Information Form

## Award of Excellence Program for Design Solutions Magazine

Project Name & Location \_\_\_\_\_

Submitted by \_\_\_\_\_

Project Owner's Name \_\_\_\_\_ Website \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Architect/Design Firm \_\_\_\_\_

Address \_\_\_\_\_ Website \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Woodworking Firm \_\_\_\_\_

Address \_\_\_\_\_ Website \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

General Contractor \_\_\_\_\_

Address \_\_\_\_\_ Website \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Photographer's Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

(Please be sure to include signed image release form)

Please provide the names of any AWI Supplier Members on Project (optional). Credit will be given to firms providing items such as hardware, veneer, plywood, decorative laminate, etc.

---

\_\_\_ **Check here** if project was completed under AWI's Quality Certification Program (QCP)



# Woodwork Manufacturer's Statement Form

## Award of Excellence Program for Design Solutions Magazine

Name of Project \_\_\_\_\_

Person Completing Form \_\_\_\_\_

Answer questions carefully and completely. The information provided will be quoted within the *Design Solutions* article and attributed to the person completing this form. Your descriptive statement is not limited to these questions. Please feel free to expand your answers to include information important to describe the project. Information may be submitted separate from this form. Supplemental materials may be included as well.

List the major architectural woodwork items you fabricated for the project, such as paneling, conference table, desks, etc.

Who installed the woodwork? If not your firm, is the installer an AWI Supplier Member?

What woods were used on which items listed in the project? What finishes were used? Please describe any unique veneer matching or other characteristics of the woodwork.

What woodwork items do you consider to be the most intricate, difficult or noteworthy? Why?

What design or technical assistance did you provide?

How did you help the project team meet scheduling and budget objectives?

How would you summarize your working relationship with the architect/designer?

Please include some background information on your firm for the Woodworker's Profile, as well as the name of the Project Manager, Engineering Manager, Production Manager or others who worked on this project. AWI will contact you to obtain selected shop drawings to be rendered and used in coordination with selected images.

# Architect – Design Professional Statement Form

## Award of Excellence Program for Design Solutions Magazine

Name of Project \_\_\_\_\_

Person Completing Form \_\_\_\_\_

Answer questions carefully and completely. The information provided will be quoted within the Design Solutions article and attributed to the person completing this form. Your descriptive statement is not limited to these questions. Please feel free to expand your answers to include information important to describe the project. Information may be submitted separate from this form. Supplemental materials may be included as well.

What is the scope of the project in terms of size, approximate cost, and time frame from inception to completion?

What were the primary design considerations and objectives?

In what way were these objectives achieved?

What specific styling cues were used in the design and why?

Were there any unusual aspects or special problems associated with the project?

What woods were used in the design, where used and why were they selected?

What items produced by the woodworking firm do you consider the most intricate or noteworthy? Why?

How would you summarize your working relationship with the woodworking firm? Did they provide any special assistance?

What was the most challenging aspect of the project? Why?

# **Project Owner's Statement Form**

## **Award of Excellence Program for Design Solutions Magazine**

Name of Project \_\_\_\_\_

Person Completing Form \_\_\_\_\_

Answer questions carefully and completely. The information provided will be quoted within the Design Solutions article and attributed to the person completing this form. Your descriptive statement is not limited to these questions. Please feel free to expand your answers to include information important to describe the project. Information may be submitted separate from this form. Supplemental materials may be included as well.

What were your primary considerations and objectives in incorporating woodwork in the project?

How were these objectives realized?

What were your major considerations in your choices of wood? How involved were you in selecting the woods used?

Of the various items produced by the woodworking firm, which do you consider the most difficult or noteworthy? Why?

How would you summarize your working relationship with the woodworking firm? Did they provide any special assistance?

Please provide some background information on your company or building.

**I hereby grant permission for AWI to publish this project:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_