

EEA SUBMISSION CHECKLIST
FOR BLACK 3-RING ½” BINDER

- Official Entry Form
 - Do the dates fall with the range of November 1, 2004 and October 31, 2006?
 - Do I have the signature of the Firm’s Principal?
 - Do I have the signature of the Client/Owner?

- Have I included a one-page letter from the Owner/Client?

- Is the Executive Summary limited to one-page and double-spaced?

- Is the Project Description limited to five pages?

- Have I included the six photographs? Are they labeled on the back with photo number and caption?

- Have I included the panel (small version)?

- Have I included the two (2) CD-ROMs? Are they prepared as JPEGs, RGB, 300, dpi, sized to 7.5” x 10”?

- Have I attached my entry fee to the Official Entry Form?

- Please be sure the contact listed on the Official Entry Form will be available on January 24, 2007.