



2010 EEA SUBMISSION CHECKLIST – FOR BLACK 3-RING ½” BINDER

- Official Entry Form
 - Do the dates fall with the range of November 1, 2007 and October 31, 2009?
 - 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 back?
- 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 20, 2010.

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