



2011 EEA SUBMISSION CHECKLIST – FOR BLACK 3-RING ½” BINDER

- Official Entry Form
 - Do the dates fall with the range of November 1, 2008 and October 31, 2010?
 - Do I have the signature of the Firm’s Principal?
 - Do I have the signature of the Client/Owner?
- Have I included a 1 page letter from the Owner/Client?
- Is the Executive Summary limited to 1 page and double-spaced?
- Is the Project Description limited to 5 pages?
- Have I included the 6 photographs? Are they labeled on back?
- Have I included the panel (small 8” x 8” version)?
- Have I included the 2 CD-ROMs? Are photographs prepared as JPEGS, RGB, 300, dpi, sized to 8.5” x 11”?
- 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 12, 2011.
- If this is a Category A submission, have I included supplemental report documentation?

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