

RULES & INSTRUCTIONS FOR SUBMITTAL

1. If you do not follow these instructions and rules for submittal, your project may be disqualified, and entry fee forfeited.
2. Complete the Entrant Form.
3. Complete the Project Statement & Narrative. The Project Statement and Narrative cannot have any indication of the identities of the landscape architect(s), other designers, their firms(s) or other firm(s) responsible for the project.
 - **Statement**
In 175 words or less, describe the project and why it is award-worthy. This statement may be used in promotional materials if the project is selected for an award. *NOTE: failure to submit this statement will lead to disqualification of entry.*
 - **Narrative**
In 1275 words or less, describe the project addressing the criteria for the category selected.
4. Complete the Site Plan Drawings/ Photographs. Plans and photographs cannot have any indication of the identities of the landscape architect(s), other designers, their firms(s) or other firm(s) responsible for the project.
 - At least (5) images but no more than (15) total drawings/photographs must be submitted in a single PDF file not to exceed 10MB and may include a site plan (as the first image)
 - Drawing and photographs must be 8.5" x 11" format and in landscape orientation.
 - Brief captions of no more than 40 words each are to be placed at the bottom of each image.
 - Collages and smaller format images are not allowed.
 - Images with backgrounds, borders, etc. are not allowed.

Entrants are responsible for clearing photographs with photographers for publication and reproduction by ASLA-NCC. ASLA-NCC will provide proper photography and other project credits when using photos but will not assume responsibility for any copyrights or photography fees. ASLA-NCC retains the right to publish photos submitted in winning entries on the ASLA-NCC website, in promoting the awards program, and in other products in conjunction with promoting landscape architecture.

Note - for Research, Planning, Analysis and Communication Category, original publication or project documents can be submitted (with concealed identification) separate from entry material.

5. Complete the Non-Disclosed Project Information & Non-Disclosed Photo Credits This information, indicating the identities of the landscape architect(s), other designers, their firms(s) other firm(s) responsible for the project is only listed on the Non-Disclosed Information. **Such information is not allowed anywhere else in the submittal.**
6. Entrants are responsible for obtaining written client authorization allowing the entry to be submitted, judged, and published. Clients should be made aware that all materials including photographs for entries become the property of ASLA-NCC. Do not include this authorization with your submittal; retain it for your records.