



# FINAL ENTRY CHECKLIST FORM

Contact Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Project Name\* \_\_\_\_\_

Category\* \_\_\_\_\_

\*Project name and category MUST match preliminary entry. To change, call ACEC New York at (518) 452-8611 or email [jennifer@acecnyc.org](mailto:jennifer@acecnyc.org), cc [erica@acecnyc.org](mailto:erica@acecnyc.org).

- Client endorsement/release letter (scanned copy of original letter)
- An image file AND a PDF of the 30"X 30" panel (see File Setup Specs)
  - IMAGE FILE (for print): High-resolution (at least 150 dpi; 300 dpi recommended), Bottom right corner (firm name, project name, etc.) *unobscured*
  - PDF (for office use/reference): Standard/low resolution, Bottom right corner *unobscured*
- Digital Images (5) – (professional photography recommended)
  - Format: JPEG
  - Size: large, high-resolution (recommended: approx. 2700 x 1800 px or higher)
- Word document of digital image captions
- A PowerPoint Presentation (standard format, NOT widescreen) containing 7 slides: a title slide with the name of the project and the entry category, 5 slides that include photos 1 through 5, and the display panel with bottom corner *obscured/removed*. Reminder: **No reference to the firm name should be made within the presentation**, including in photos.
- Word documents of the Project Description and the Executive Summary (in new outline format)

**Submit:** Online at Wetransfer.com in two zipped file folders (note: 2 GB file size limit)  
**OR**  
On two CD/DVDs or a flash drive, mailed to ACEC New York: 6 Airline Drive, Albany, NY 12205 (recommended for files larger than 2 GB or for offices with limited upload speeds)