



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, cc 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)
- 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 outline format)

Submit: Online at Wetransfer.com in two zipped file folders (note: 2 GB file size limit)

OR

On 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)

Individual file names should not reference the firm and should not exceed 10 characters. Files should be zipped in two folders named as follows: (please abbreviate where possible – file name should not exceed 30 characters):

- Folder 1: Firm Name_Project Name_Project
- Folder 2: Firm Name_Project Name_Panel