



FINAL ENTRY CHECKLIST FORM

Contact Name _____

Firm Name _____

Project Name* _____

Category* _____

☐ I verify that I have the right to distribute and display **ALL** photos included in this project submission. I acknowledge that these photos may be used in ACEC New York promotional materials related and unrelated to the EEA program (credit given to firm).

*Project name and category MUST match preliminary entry. To change, call ACEC New York at (518) 452-8611 or email morgan@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 (6) – (professional photography recommended)
 - Format: JPEG or PNG ONLY
 - Size: large, high-resolution (recommended: approx. 2700 x 1800)
- ☐ Word document of digital image captions
- ☐ A PowerPoint Presentation (widescreen) containing 8 slides: a title slide with the name of the project and the entry category on white background, 6 slides that include photos 1 through 6, 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](https://www.wetransfer.com) in two zipped file folders (note: 2 GB file size limit)

Individual files should be labeled according to the description found in the Final Entry Instructions (pg. 2). Files should be zipped in two folders (please abbreviate the file names where possible).