

CALL FOR SUBMISSIONS 2019 Silicon Valley HOME TOURS

Submissions Due: **5:00 PM, January 18, 2019**

2019 SELECTION CRITERIA

Welcome to the 5th annual AIA Silicon Valley Home Tours, featuring exceptionally-designed residences located within the Silicon Valley. Our tour has become a showcase home tour to attend with 2018's record attendance of 270+ tour goers and outstanding media exposure for each of our homes featured. This is a unique opportunity for you, as a residential architect, to showcase your unique designs and demonstrate how an architect can provide homeowners with a high level of creative and personal solutions. This is an excellent venue to provide the community with insight from an architect's point of view, see housing trends, to inspire, and be inspired.

The selection criteria will include (and are not be limited to):

- Completed application
- Unique design solutions, quality of craftsmanship, innovative use of materials. Sustainable design is not a requirement although it is considered a substantial or significant advantage.
- Homes will be substantially complete and furnished by March 2019. Preference will be given to houses that are furnished, occupied, and landscaped by the date of submission.
- Logical feasibility for tour, including (and not limited to):
 - Access to project location. Priority for projects within the Santa Clara County, however residences that fall outside the boundary lines will be considered.
 - Circulation route (how the public will navigate through the space)
 - Available parking
 - Location in relation to the other homes on the tour
 - Signed Owner Agreement

The Home Tours Committee will review the submissions and will visit homes over a one to two day period within two weeks from the close of submissions to determine the recommendations for the Home Tours. These recommendations will be presented to the AIA Silicon Valley Executive Committee for final approval.

*IMPORTANT 2019 DATES:

Application Deadline:	Jan 18 by 5:00 PM
Project Site Visits:	Jan 26 - Feb 9
Notification of selected architects	Feb 15
Mandatory in-person architect meeting	March 8, Noon
Final architect virtual meeting	Late April
Volunteer Docent training	Late April
Home Tours Architects' Forum-Chapter Meeting	April 17
Home Tours	May 4, 10:00 AM - 4:00 PM

* NOTE: All dates/times are subject to change and will be in coordination with the architects and homeowners. Additional dates/times may be added as needed. Participants will be notified by email. Timeline to successfully prepare for our Home Tours depends on everyone's cooperation and participation. If you do not believe you have the resources to assist in marketing and promoting your home, if chosen, please consider not submitting. It takes a village!

SILICON VALLEY HOME TOURS A TOUR BY ARCHITECTS

Letter to the Home Owner

Thank you for your interest to participate in the 2019 AIA Silicon Valley Home Tours! The goal of this tour is to highlight design excellence by architects in the built environment, to increase public awareness of how architecture can enhance everyone's quality of life, and to celebrate homeowners who have understood the value of using an architect to bring design into their daily lives. This is our fifth year hosting the Home Tours by Architects.

Here is more information about what it means to participate:

If your home is selected for the tour on Saturday, May 4, 2019, your family including your pets will be required to leave the home between the hours of 9:00 AM to 5:00 PM and we would like to offer you two tickets to attend the tour and view the other homes.

The address of each home will not be made available to the general public or published online. Ticket holders learn of the address only through the printed ticket that will be mailed prior to the tour, purchased at the AIA Silicon Valley office, or picked up at the official Home Tours Headquarters on the day of the tour. In an effort to protect the privacy of each homeowner, the general public is prohibited from photography.

At your home, we will station docents throughout the day to volunteer by stamping tickets, instructing attendees to take their shoes off to protect the floors, and serving as a resource. The number of volunteers will depend upon the size and layout of the home. The volunteers will be there no later than 4:30 PM, after they ensure that everyone has left the house, to collect signs and brochures, and to sweep up, if necessary.

Visitors will be asked to remove their shoes before entering the home. We will deliver wayfinding signage, and flowers to your home before the tour. During the day, groups of 20-30 people may be in your house at one time. The volunteer docents will be keeping the flow manageable throughout the day with limitations on how many people will be allowed in the home at one time. Restrooms will not be available to the general public, however there will be a designated restroom for docents and staff.

Your home will be listed as additional insured on our liability insurance policy for the duration of the tour and volunteer presence in your home. This covers any accidental damage or injury to attendees, volunteers, and staff. Certificates of insurance will be issued prior to the weekend, outlining all pertinent details. If you have any "off-limit" areas in your home, we can provide signage to hang on doors if you do not want the public to have access to certain spaces.

The rules of the tour, which will be reviewed with the volunteer docents, include:

- Every tour attendee MUST have the Home Tours ticket to enter
- No photography allowed
- No shoes allowed
- No access to off-limits areas
- The last entry time is 4:00 PM sharp
- All wayfinding signage will be removed by the closing docent, and they will sweep and clean, if necessary.

Please return this consent form to your architect, who will continue to be in communication with you if your home is selected. Thank you again for volunteering your residence for this year's Home Tours. We are thankful for your participation.

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Homeowner Consent / Agreement Form

Home Tours on Saturday, May 4, 2019
10:00 AM – 4:00 PM

Name of Home _____

Architect _____

I understand that my home will be shown in the 2019 AIA Silicon Valley Home Tours hosted by AIA Silicon Valley. I agree to open my house to tour ticket holders on May 4, 2019 between 9:00 AM and 4:00 PM, and have information about the home made available to the public via print and web media, including photographic images of the exterior and interior of the home. I understand that a house monitor and docents will be on-site at all times during the tour and that I have the right to make certain areas of the home off-limits to the public within reason.

I understand the Home Tours Headquarters address will be printed on the tickets, which will be mailed to attendees a week before May 4th and published on AIA Silicon Valley's website two days before the event. I will be given the option to agree or decline, if my home is requested to serve as the Headquarters.

I understand that my home will need to be immaculate and 100% ready to be shown by 9:00 AM on the day of the tour. Any pet(s) I have will be crated or taken off-site prior to 9:00 AM on the day of the tour.

I understand that I will be named as additionally insured on AIA Silicon Valley event liability insurance rider. I understand that the tour happens rain or shine.

MEDIA POLICY: All homes must be made available for photography and/or interviews. All homes must be made available for publication from March through May 2019. Every attempt to give advanced notice will be made. Homeowners may be interviewed at their discretion.

I do not wish to have my name listed in any publications, print, or other media associated with the tour.

Return completed form to the Architect

Print name of Owner

Email

Phone

Signature of Owner

Date

Amy Ress, Executive Director
AIA Silicon Valley
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408 -298-0611

SILICON VALLEY HOME TOURS

A TOUR BY ARCHITECTS

Home Tours date: May 4, 2019

Architects Forum–Chapter Meeting: April 17, 2019

Submissions Form Due: January 18, 2019

Name of Home:	Year Completed:
Sq ft of home:	Sq ft of site:
If under construction, indicate percentage of completion as of today's date:	
Address of home:	

Project type (please circle)	New Construction	Historical Restoration	Renovation/Addition
Single-family	Multi-Family	Affordable Housing	Green Build

Architect of Record: _____ Firm: _____

Project Design Lead: _____

Project Design team (limit to only staff of the architect/design firm):

Architect's Phone:
Architect's Email:
Architect's Address:

Has another architect been involved with the design of the project? If so, please explain:

Has this home been part of another Home Tour program? If so, please list Home Tour and Date/Year:

This project will not participate in another Home Tour program within 60 days of the AIA Silicon Valley program

SILICON VALLEY HOME TOURS

A TOUR BY ARCHITECTS

Required Submission Deliverables

Digital format submitted via email, Architect's Dropbox, or FTP site. Not to exceed 50MB

- Home Owner Consent Form
- Submission Form
- Four (4) or more interior images
- Four (4) or more exterior images
- At least one (1) floor plan
- Up to three (3) additional, relevant project drawings
- Vendor List including contact name, email and phone number
- Any supplemental information (news articles, etc.)

*NOTE: If selected, the architect will be required to submit print quality images with photographer's permissions for promotional and marketing use by AIA Silicon Valley.

In addition to submitting the above, if selected, the following additional rules apply:

- Multiple home submissions may be made by the same architect. However, only one home per firm or per architect will be selected per year.
- Residential projects of any type are eligible for consideration, including but not limited to single-family, condo, lofts, townhomes, and remodels.
- If the home is located in a gated or controlled community, such as a neighborhood association, the association must also give written authorization for the Tour.
- Information submitted in this application may be used in Tour publications if the project is selected. Thoughtful and appropriate comments should be provided.
- If your project is selected, a firm principal/designated representative is required to be at scheduled Mandatory Meetings and will be designated as the firm's contact for additional tour information and coordination by the Committee.
- Home Tour architects are expected to participate in the Home Tours Architects' Forum on April 17, envisioned as a panel discussion on residential contemporary trends and culture of private home design.
- Selected homes may not display "For Sale" signs on the Home Tours date.
- Sponsorship: No materials or representation may be displayed in the home without paid sponsorship through the AIA Silicon Valley. This includes the builders, subcontractors, installers, the owner's place of business or affiliation, realtors, interior designers, etc. Architects, builders, and owners are expected to assist in the procurement of sponsors for their homes.
- The architect will be responsible for providing AIA Silicon Valley one 30"x42" presentation board for display one month prior to the Home Tours. We will provide you with the digital template to use.
- The architect's design team will be responsible for opening and closing homes, unless you are the homeowner or your client has arranged and notified AIA Silicon Valley otherwise.
- Make sure you or someone from your design team is present and ready to show your project at **9:00 AM** on the day of the tour and is available to close the home at **4:00 PM**
- Home Tours Committee reserves the right to disqualify any selected Architect and home if the above rules are not adhered to at any time.

Questions? Please contact:

Amy Ress, AIA Silicon Valley Executive Director
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408-298-0611