



CALL FOR SUBMISSIONS

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

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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):
 - ⓪ Access to project location. Priority for projects within the Santa Clara County, however residences that fall outside the boundary lines will be considered.
 - ⓪ Circulation route (how the public will navigate through the space)
 - ⓪ Available parking
 - ⓪ Location in relation to the other homes on the tour
 - ⓪ 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!



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.



AIA SILICON VALLEY
HOME TOURS
 A TOUR BY ARCHITECTS

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 in 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 _____

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