Call for Nominations and Submittal Instructions

AIA Nevada honors the achievements of exceptional AIA members and firms through this annual awards program. It is designed to recognize the significant contributions made to the profession of architecture and to the larger community through the various levels of AIA membership.
2019 AIA NEVADA
DISTINGUISHED SERVICE AWARDS

The Nevada Chapter of the American Institute of Architects (AIA Nevada) honors the achievements of exceptional AIA members and firms through this annual awards program. It is designed to recognize the significant contributions made to the profession of architecture, and to the larger community through various levels of AIA membership. The 2019 AIA Nevada Excellence In Design & Distinguished Service Awards Program is managed by the AIA Las Vegas Chapter. Award Recipients will be recognized at the AIA Nevada Excellence in Design & Distinguished Service Awards Gala being held on Friday, November 22, 2019.

NOMINATIONS
Nominations for 2019 Distinguished Service Awards may be made in each category by any AIA member or group of members, by completing the Nomination Form with all the required information.

There is no entry fee for nominations in this program, however Nomination Forms must be completed and signed by BOTH the Nominator and the Nominee. Any AIA Member, group of members, or committee in good standing may nominate candidates for these awards. Nominees must be members of AIA in good standing who have contributed to the overall success of the chapter and the community. Completed, signed Nomination Forms must be received by Randy Lavigne, Hon. AIA, Executive Director, AIA Nevada by 4:00PM on Monday, October 1, 2019. Email to: rlavigne@aianevada.org

The submittal packets are due on Monday, October 7, 2019.

NOMINATION CATEGORIES
• The AIA Nevada Silver Medal
• The AIA Nevada Architecture Firm Award
• The AIA Nevada Service Award
• The AIA Nevada Young Architect Award
• The AIA Nevada Associate Member Award
• The AIA Nevada Allied Member Award
• The AIA Nevada Emerging Professional Leadership Award

Nominations MUST be made IN WRITING by letter, email or Nomination Form. If the Nomination is made via letter or email (instead of using the Nomination Form) the Nomination MUST include all of the following:
• Category for which nomination is being made;
• Complete/accurate contact information for the nominee including name, address, phone, and email address;
• Complete/accurate contact information for nominator including name, address, phone, and email address;
• Complete/accurate statement of the reason this person is being nominated for this award, including description of contribution to chapter, profession, and community;
• Signature of the Nominator and the Nominee indicating that the nomination is accepted and a submittal will be provided as required prior to 4:00PM on Monday, October 7, 2019.

Nominations that are not in writing or do not include all requested information will be considered incomplete and will not be valid.

Nominees must indicate that they accept their nomination by signing the Nomination Form, or acknowledging acceptance via letter or email.
NOMINATION FORM

To make a nomination in any category, you MUST complete this Nomination Form and send it to Randy Lavigne, Hon. AIA, Executive Director, AIA Nevada, via e-mail to: rlavigne@aianevada.org by 4:00PM on Tuesday, October 1, 2019.

Today’s Date: ________________  Nominations must be received by Tuesday, October 1, 2019

Select an Award Category for your Nominee

_____ AIA Nevada Silver Medal
_____ AIA Nevada Architecture Firm Award
_____ AIA Nevada Service Award
_____ AIA Nevada Young Architect Award
_____ AIA Nevada Associate Member Award
_____ AIA Nevada Allied Member Award
_____ AIA Nevada Emerging Professional Leadership Award

NOMINEE INFORMATION:

Name of NOMINEE: ________________________________________________

Address: _________________________________________________________

City/State/Zip: ____________________________________________________

Phone: _______________________________ Email: ______________________

Statement of Nomination: (Write the reason you are nominating this person for this award. Be specific and include detailed information on why this nominee deserves this recognition. Use additional pages if necessary.)

________________________________________________________________

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________________________________________________________________

By signing below, I accept this nomination and will provide a submittal package by October 7, 2019.

NOMINEE Signature: ________________________________________________

NOMINATOR INFORMATION:

Name of NOMINATOR: ____________________________________________

Address: _________________________________________________________

City/State/Zip: ____________________________________________________

Phone: _______________________________ Email: ______________________

NOMINATOR Signature: ____________________________________________
The **AIA Nevada Emerging Professionals Leadership Award** was established to recognize AIA Emerging Professional members (those licensed less than 10 years, or Associate Members) who are committed to advancing the profession, their Chapter and whose actions have helped to elevate and improve their communities.

The intent of the award is to invest in our state’s youth, enriching future leaders not only within the Institute but in the profession at large. The award provides funding for the recipient to attend the annual Grassroots or Leadership Conference and the AIA Western Mountain Conference each year in order to further their knowledge of the Institute and to develop their knowledge and skills as leaders for the future.

**Eligibility**
Candidates for this award must be members of the American Institute of Architects, newly licensed (less than 10 years), Associate Members or AIAS students, who evidence a strong commitment to the profession and who have taken an active leadership role in their Chapter and their community.

**Criteria**
Candidates will be evaluated on how well they meet the program criteria which may include:

- The candidate shall have evidenced a cumulative effect on their community.
- The candidate shall have influenced the development of the built environment in a positive manner.
- The candidate shall be an individual whose contributions in their community have consistently been directed toward the future as well as respectful of the past.
- The candidate shall have evidenced the ability to transcend specific areas of expertise or shall have made connections between areas.
- The candidate shall be widely recognized for the quality of his or her work and services by those who practice architecture and by members of the design and architecture community.

**Additional Considerations**
Throughout the submission, where applicable and to the extent possible, you are encouraged to highlight any aspects of the candidate’s work or life experience that may reflect contributions to areas of special interest to their community or to a specific group or cause. These might include diversity, sustainability, natural resources, or other areas of community interest.

**Submission Instructions:**
All submittals must be submitted electronically, in a file. Pages will be 8.5”x11” (portrait or landscape orientation). Electronic submittal is due to AIA Nevada by **4:00PM on Monday, October 7, 2019**.

Each submittal shall contain the following materials and must be presented in the order requested:

- An application form shall be completed for each nomination.
- Nominee must be an Associate AIA Member or full AIA Member within the first 10 years of initial registration in good standing of AIA Las Vegas or AIA Northern Nevada.
- Nominee must have demonstrated leadership and enthusiasm for the AIA at either state of local component level as evidenced by a letter of recommendation from a member of the relevant component.
• Nominee must demonstrate support for his/her involvement in AIA activities and leadership potential as evidenced by a letter of recommendation from a Principal/Partner from the Nominee’s place of work.

• Nominee must show evidence of his/her commitment to future involvement and leadership in the AIA as provided by a personal written statement, not to exceed 2 pages.

The following items must be included in a separate file:
• ONE 8 X 10 JPEG IMAGE AT 300 DPI of the candidate.
• A signed copy of the INTERN COMPENSATION DISCLAIMER.
• A signed copy of the PHOTO RELEASE FORM. Photos and artwork included in your submittal will be used in the AIA Awards Gala Presentation, posted to the Chapters’ websites, published in various media and in various publications.
At a National AIA Board of Directors meeting on May 3-4, 1995, a policy was adopted:

“Any architect desiring to promote or be promoted by the AIA through awards programs, publications, speaking engagements, elected or appointed office or admission to Fellowship, must declare that they themselves and/or their firm does not employ unpaid intern architects in their professional practice.”

The AIA Nevada and AIA Las Vegas Board of Directors have adopted this policy. An owner or manager of your firm must sign this form and it must be included as a part of your overall submittal.

I, ____________________________
do declare that I do not employ unpaid interns, nor does any firm of which I am an owner or manager.

Firm name:
________________________________________

Architect’s signature:
________________________________________

Print name:
________________________________________

Date:
________________________________________

AN OWNER OR MANAGER OF YOUR FIRM MUST SIGN THIS FORM. INCLUDE IT IN THE SUBMITTAL PDF FILE.
Photo Release Form

I affirm that I am sole owner of the materials identified on this release form; that all copyright holders and other owners have granted permission for use of these materials for the purpose stated in this release; and that neither these materials nor the permission granted hereby infringes upon the ownership, copyright, trademark or rights of others.

Owner Name

Owner Signature

Date

Firm

Copyright Holder (if applicable)

☐ Check here if same as owner

Copyright Holder Name

Copyright Holder Signature

Date

Firm

Phone

Photo Release Guidelines

All photos, artwork and materials included in your submittal packet for the 2019 AIA Nevada Distinguished Service Awards program become the property of AIA Nevada and/or AIA Las Vegas archives and will not be returned. Please do not send original materials. The photos, artwork and materials included in this submittal will be exhibited to the public, included on websites and published in various Chapter and University publications. Permission to use these materials is hereby granted by signature below.

Duplicate this form and execute a separate release form for each owner or copyright holder of the images submitted. This release applies to all photos, artwork and materials listed on the Photo Release form.

The owners and copyright holders of the photographs, slides, plans, graphics and materials submitted to the AIA Nevada, a Chapter of the American Institute of Architects, in connection with the 2019 AIA Nevada Distinguished Service Awards Program, hereby grant permission to AIA Nevada and/or AIA Las Vegas and/or the UNLV Special Collections Library to use and reproduce this material for the following purposes.

1. Editorial and professional/educational use in all media.
2. Publication on electronic media including AIA Chapter websites and UNLV Architecture Studies Library websites.
3. Publication in AIA and non-AIA publications initiated by AIA Nevada (exclusive of advertising or other commercial use) or to announce the awards, and in all magazines and publications used to educate the public about architectural design.

If submitted materials are copyrighted, the copyright notice and credits must appear on this form. AIA Nevada will include credit and any notice of copyright on all photographs, artwork or materials that AIA Nevada itself publishes and will include this information with all material distributed to other media or retained in the AIA Nevada archives. However, AIA Nevada will not be responsible for the failure of other persons or media to identify this information in their publications.

No royalties or other amounts shall be paid by AIA Nevada or AIA Las Vegas or to the UNLV Special Collections Library for use of these materials.

This photo release form must be signed and both pages included in the PDF submittal.
Instructions
List each photograph or image included in your submittal below. Identify each photograph or image by name followed by an alphabetical designation. (Example John Jones - A ; John Jones w/Firm Employees - B, etc). Duplicate this form and execute a separate release form for each owner or copyright holder of the photos and/or images submitted. This photo release form must be signed and both pages included as a pdf file in your submittal. Submittals that do not include this signed release form will be disqualified.

List all images submitted and number each item on the lower left-hand corner.

Image A

Image B

Image C

Image D

Image E

Image F

Image G

Image H

Image I

Image J

Image K

Image L

Image M

Image N

Image O