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Overview of Project Submittal Process

Preparation: gather your data, narratives, images. This document defines requirements you'll need to submit to DesignShare.

Upload: log in, select project, enter new data or edit existing data. We'll set up a Project Editor user account for your designated Editor, and send the Editor their username and password, along with a Data Upload guide.

About the Blind Review Process

All school and firm names are concealed from the Review Team. Please ensure:

- **Do not include name of firm or school in your narratives or descriptions.**
- **Do not include names of individual people in narratives.**
- **Do not include name or logo in your images.**
- **In your narratives, use generic terms -- for example, "the school" and "the lead architect".**

After the review process is complete in the fall, you may re-edit the narrative any way you like, and upload revised images as well, for public review in the DesignShare case studies and interactive awards map.

Blind review does not apply to "Press Release PDF" -- this will be published when results are announced, but won't be shown to reviewers.

Using This Document to Prepare Your data

This document specifies requirements for project data.

Suggestions:

- Ultimately, the data will be typed or copied-and-pasted into web forms, and then uploaded.
- If you like, you may edit this Word document, using the document itself to gather your data. Then at upload time, you copy-and-paste from here to the web form.
- You may prefer to use spreadsheets or other methods to gather your data.
- You may also compose your narratives directly in web forms, although it's typically faster and more efficient to compose in Word and then paste into the web form.

Firm Data	
Information about your firm, or other firms involved with project.	
For your own firm, provide complete information for your online profile. For other firms, provide as much information as you wish.	
*Firm Name	
*Address	
Address 2	
*City	
State/Province	
Postal Code	
*Country	
Telephone	<i>If non-U.S., provide country code</i>
Telephone 2	
Web page address	
Contact name, title	
Email	
Firm Description About your firm, 25 words or less.	
Firm Role(s) Select all which apply	* Lead Firm (only one of these) * Planner, Associate, Photographer, Consultant, Contractor (any number of these)

Project Byline
In typical projects, primary credit goes to the Lead Firm. In this case, the Lead Firm name is displayed in the primary credit section.
You may wish to customize the primary credit, displaying the Project Byline field instead of Lead Firm name. Typically this occurs with collaborative projects. For example: "Firm X, in Association with Firms Y and Z"
Byline is optional; if you leave it blank, the Lead Firm name will be displayed instead.

Press Release PDF
Create a presentation for your project in PDF format.
This will NOT be shown to the review team -- you may include any text and images.
PDFs will be available for public download, when the results of the Awards program are announced.

Planning Team	
Key people involved in this project. For each team member, specify: firm, name, title	
Team member 1	
Team member 2	
Team member 3	
Team member 4	
Team member 5	

Facility Contact Information	
*Name of the Facility	
*Address1	
Address2	
*City	
State/Province	
Postal code	
*Country	
School District	
Telephone	<i>If non-U.S., provide country code</i>
Facility Contact	
Facility Contact e-mail	
Superintendent or Principal <i>Include if other than contact</i>	<i>Include title after name</i>

Facility Data	
Use U.S. units, for conversion, go to http://www.asia-aec.org/UnitsConversion.htm	
*Total square footage	<i>Numbers only, no commas or units</i>
Site acreage	<i>Numbers only, no commas or units</i>
*Type of school or project	<i>Alternative, Early Childhood, Elementary, Middle, High, Other Grade Ranges, or College/University</i>
School grade range	<i>Pre-kindergarten, K-5, 6-8, K-8, etc.</i>
Student capacity	<i>Estimated or maximum</i>
*Completion date	<i>Actual or Projected</i>

Facility Cost	
Use U.S. currency. For conversion, go to http://www.xe.com/ucc	
*Building Cost <i>Entire cost of the work in the plans and specifications; does not include planning, design, furniture, equipment, tests or inspection.</i>	<i>Numbers only, no commas or units</i>
Building cost per square foot	
Site Development Cost	
Fixed Equipment Cost	
Other Costs	
Total Project Cost	
Financial Commentary <i>Numbers alone may not tell the whole story. Use the Financial Commentary field to discuss the financing/economics of this project. Discussion may be up to 100 words long.</i> DO NOT INCLUDE NAME OF SCHOOL OR FIRM.	

*** Project Introduction**

A short introduction (50 words or less) to the project. Describe the school, and the role played by Lead Architect and other participants. This introduction will typically be the first thing a visitor sees when browsing the project.

DO NOT INCLUDE NAME OF SCHOOL OR FIRM

*** Project Narrative**

To be completed by the submitting firm, typically an architectural firm, planning firm, or public agency. The text may include up to 500 words (maximum of 3,750 characters, including spaces). Project Narrative focuses on two principles:

- Exemplary ideas that enhance learning;
- Innovations in the planning, programming and design process which support the realization of those exemplary ideas.

For more details, see:

<http://www.designshare.com/awards/guide/project-narrative.asp>

DO NOT INCLUDE NAME OF SCHOOL OR FIRM.

*** Educator Narrative**

To be completed by an educator other than the facility planner or architect. The text may include up to 500 words (maximum of 3,750 characters, including spaces). For details, see:

<http://www.designshare.com/awards/guide/educator-narrative.asp>

DO NOT INCLUDE NAME OF SCHOOL OR FIRM.

Noteworthy Features

Noteworthy features, where your project is exemplary or outstanding in some way.

Features are used in the DesignShare search engine, to help visitors locate specific kinds of schools. Please choose only those features which strongly apply to your project.

Example: many schools have a cafeteria, but that in itself does not justify checking the Cafeteria feature. However, a school specializing in culinary arts might qualify.

- Art
- Auditorium
- Cafeteria
- Computer Science
- Farming/Agriculture
- Gymnasium/Sports
- Library/Media Center
- Music
- Performing Arts
- Renovation of Existing Building
- Science Lab

Project Images

Images - up to 10 image of your choice

IMAGES MUST NOT INCLUDE NAME OF SCHOOL OR FIRM.

Typical image categories include:

- * Site Plan
- * Floor Plan(s)
- * Furniture plans
- * Alternate floor level plan, Regional/context plan
- * Building section, elevation
- * Interior/Exterior photographs
- * Any other image that illustrates how your project responds key design principles.
- * Children at study/play.
--Hint: these are popular with the review team.

Maximum file size = 150 kb

File format = .jpg

Dimensions = variable

-- Up to 1024 pixels wide

Resolution = 72 DPI

Each of the General Images has two text fields:

1. Title - short label (one to four words) which appears in menu of images.
2. Description - up to fifty words describing this image.

More information online:

<http://www.designshare.com/awards/guide/images-general.asp>

This image represents your project. It will be displayed prominently on all web pages relating to this project. The signature image will also be displayed in DesignShare's graphic search engine. Select an image with strong visual appeal.

Maximum file size = 200 kb

File format = .jpg

Dimensions = 640 x 480 pixels

Plan Diagram

(optional in 2007)

Image which follows the DesignShare Plan Diagram Language. More information here:

<http://www.designshare.com/index.php/awards/plan-diagrams/>

Summary:

- Maximum file size = 25 kb
- File format = .gif
- Image dimensions = 320 pixels square
- Resolution = 72 DPI
- No text or logos

Design Patterns

(optional in 2007)

For each image, you can indicate Design Patterns which apply to the image.

Design Patterns are presented as a series of checkboxes, one for each pattern; click all which apply.

For details, see Design Patterns web page:

<http://www.designshare.com/index.php/awards/design-patterns/>

Product Data <i>(manufacturer's name and/or product)</i>	
Carpet & Flooring	
Carpet	
Flooring	
Entrance Flooring	
Sports Flooring	
Construction Materials	
Acoustical ceilings	
Brick/Masonry	
Cabinets	
Ceramic Tile	
Doors & frames	
Elevators	
Movable Partitions/Walls	
Paint	
Wall covering / protection	
Roofing	
Windows	
Lighting	
Learning areas	
Support areas	
Security	
Locks	
Electronic	
Washroom Equipment	
Fixtures	
Accessories	
HVAC / Controls	
HVAC Units	
HVAC Controls	
Furniture	
Auditorium/Assembly	
Cafeteria	
Classroom	
Library/Media Center	
Science	
Specialties	
Marker/tack boards	
Draperies/blinds	
Lockers	
Equipment	
Other	