



## Firm Award

*Below is important information regarding the preparation of your submission. Failure to comply with the guidelines may result in disqualification of the submission. Please read all the information carefully.*

**EXTENDED - SUBMISSION DEADLINE: midnight on Sunday, September 26, 2021**

If you have any questions regarding the preparation of your submission, please contact Allison Freedland, program manager at AIA Chicago, (312) 376-2725 or [afreedland@aiachicago.org](mailto:afreedland@aiachicago.org).

### OBJECTIVES

The purpose of the AIA Chicago Firm Award is to recognize:

- outstanding achievements by a firm;
- excellence in the body of work produced by a firm over the last ten years;
- the contribution made by a firm to the advancement of the architectural profession in the areas of design, research, planning, technology, and architectural practice;
- distinctive characteristics or personality of a firm and its operations.

**\*\*This award is given for the collective achievements of an organization, rather than for the individual contributions of firm principals. \*\***

### ELIGIBILITY

Membership in AIA Chicago is required. Successor firms may be considered if the collective body of work presented is that of most of the remaining principals. While the jury will examine the entire history of the firm, close attention will be given to the work of the past ten (10) years. Past award-winning firms are eligible to reapply after 10 years.

### JUDGING

AIA Chicago will convene a local jury to review the submissions. The winner will be notified as soon as possible after the deliberations. The winner may be asked for additional materials to be used in publicizing the award in *Chicago Architect*, in the architecture media, and on the Chapter's Web site.

## PRESENTATION OF AWARDS

The Firm Award will be presented at AIA Chicago's 2021 Annual Meeting and Holiday Party. AIA Chicago requests that the winner refrain from announcing this award publicly until AIA Chicago announces the news in tandem with the notice of the upcoming Holiday Party and Annual Meeting. AIA Chicago will prepare and distribute a press release about the winning firm.

## SUBMISSION CONTENT AND INSTRUCTIONS

The following documentation should clearly demonstrate the ongoing quality of the firm's contributions:

- **Critical for Jury: History of the firm, including a description of its founding; areas of practice; firm objectives; significant projects; past principals; and notable achievements. This narrative should not exceed two pages.**
- Biographical information on the firm principals currently in active practice.
- No more than forty (40) pages of graphic images (photographs and/or drawings) of representative work over the past ten years of practice. The selection of images should be comprehensive enough to demonstrate a consistent pursuit of excellence.
- List of awards, honors, or other recognition received by the firm.
- List of books, articles, or publications written about the firm's work or professional contributions; published materials written by or about the firm may be included.
- Firm affirmation sheet (*below*) should be completed and signed by the principal responsible for submitting the entry.
- Firm Demographic information. The more our profession reflects the society we serve, the better the product of our work. To better understand how local firms are reflecting our communities, please answer the following questions. The demographic information you provide is confidential and only used for information purposes.
  - 1) Please indicate the size of the candidate firm:
    - 0-25
    - 26-50
    - 51-100
    - 100-1000
    - 1000+
  - 2) If available, please provide race and ethnicity percentages for your staff
    - American Indian or Alaska Native
    - Asian
    - Black or African American
    - Latinx
    - Native Hawaiian or Other Pacific Islander
    - White

- Other
  - Choose not to answer
- 3) What percentage of your firm’s principals, licensed architects, emerging professionals (i.e. interns), and design staff are racial or ethnic minorities?
- Principals
  - Licensed Architects
  - Emerging professionals
  - Design Staff
  - Choose not to answer
- 4) What percentage of your firm’s principals, licensed architects, emerging professionals (is, interns), and design staff are:
- Women
  - Men
  - Non-binary
  - Persons with disabilities
  - Military veterans
  - LGBTQI+
  - Choose not to answer
- 5) Does your firm have a strategy for increasing diversity among its upper ranks?  
Yes or No

- **Entire submission may not exceed fifty (50 pages).**

#### **SUBMISSION FORMAT**

- Compile the above requirements and the below cover sheet into one file and submit digitally as a PDF to this link: [Firm of the Year Award Entries](#).
- Each project submission must be a single file combining all the separate pages of statement, descriptions, and project portfolio into ONE single PDF document. **The overall PDF project submission file size cannot exceed 30MB.**
- **Use the following naming convention: Firm Name\_ [2021FirmoftheYear].pdf**

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# AIA Chicago

Firm Name \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Founding Year \_\_\_\_\_

*I affirm that this entry meets the eligibility requirements as stated in the Call for Entries. I have reviewed the information above to assure that it is accurate and complete. I understand the information may be used for publication and for public relations purposes. I verify that the entry is entirely the work of those listed in this form.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_