
AT-A-GLANCE - EEA ENTRY CHECKLIST (ACEC Oregon)

- 1. E-mail (by Mon, October 16): Intent to Enter form** (email to mwebber@acecOregon.org)
- 2. Mail: Entry fee check** (\$700 member firms / \$2,500 non-members) to ACEC Oregon, 5319 SW Westgate Drive, Suite 224, Portland, OR 97221. If possible, **please notate acct # 5307 on the check.**
- 3. Submit Online (by Mon, November 13. 11:45 P.M.):**
 - 01 Electronic Project Submission Form** (also referred to as “application” and “Official Entry Form”)
 - 02 Client/Owner Letter**
 - 03 Executive Summary**
 - 04 Project Description**
 - 05 Key Participants**
 - 06 One to Six Photos or Graphics**
(Photo Captions: Once photos are uploaded, type the captions in the small box under each photo on the online submittal site.)
 - 07 Electronic Image of Photographic “Display Panel” (JPEG)**
 - 08 Entering Firm’s Logo**
 - 09 Word doc—“The one think you should know about this project is...”**
 - 10 Award Form**
 - 11 Supplementary Report** (NOTE: This report is **ONLY** required for Category A submittals.)