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

- 1. E-mail** (by Monday, October 7): **Intent to Enter form** (email to ktodd@acecOregon.org)

- 2. Mail: Entry fee check** (\$800 member firms / \$2,600 non-members) to ACEC Oregon, 5319 SW Westgate Drive, Suite 224, Portland, OR 97221. If possible, **please note acct # 5307 on the check.**

- 3. Submit Online** (by Wednesday, November 6 by 11:45 P.M. PST):
 - 01 Official Entry Form**
 - 02 Client/Owner Letter**
 - 03 Executive Summary**
 - 04 Key Participants**
 - 05 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.)
 - 06 Photographic Digital Panel (JPEG)**
 - 07 Entering Firm's Logo(s)**
 - 08 Award Form**
 - 09 Supplementary Report** (NOTE: This report is **ONLY** required for Category A submittals.)

NEW! 30 x 30-inch Physical Photographic Display Panel Deliver to ACEC Oregon office by January 21, 2025.