

Notebook
(black, 3-ring, ½” binder)

Identify with adhesive label:

Project Name
Firm Name
Category (optional)

Notebook must include ONE ORIGINAL of the following. These originals will be used in publications and for the awards banquet and will NOT be returned.

Checklist:

- Awards Entry Form (on the back of the Georgia Engineers Week *Call for Entries*)
Do the dates fall within the range of November 1, 2007 and October 31, 2009?
Do I have the signature of the Firm’s Principal?
Do I have the signature of the Client/Owner?
- Executive Summary (maximum one page, double spaced, Word)
- Project Description (maximum five pages, Word)
- Press Release (maximum two pages, double spaced, Word)
- Six *different* photos or graphics (labeled on back, JPEGs, RGB, 300 dpi)
- CD-ROM (All of above)
- Entry fee - \$300 per entry

Please note: **The above checklist is for the Georgia competition.** Please note that the national ACEC competition has similar, however expanded specifications required in an entry notebook, CD-ROM, and envelope (see ACEC *Call for Entries*).

Should you have any questions, please don’t hesitate to contact Gwen Brandon at the Georgia Engineering Center, Gwen.Brandon@gaengineers.org or 404-521-2324. For national ACEC competition, contact Daisy Nappier at ACEC, dnappier@acec.org or 202-347-7474.