

2016
Home of the Month



AIA
Minnesota

StarTribune

Submission deadline: March 28, 2016 at 5 p.m. CST

2016 Home of the Month Program

Annually, twelve homes designed by AIA Minnesota architects are selected to be the subject of a monthly feature article in *Star Tribune's* Sunday Homes section reaching more than 550,000 readers. The 2016 program begins in June 2016 and ends in May 2017. The feature runs in *Star Tribune's* print and online versions.

The objectives of the program are to educate the public about the value of an architect in residential design; to showcase the range of project types, styles, and budgets that benefit from architectural design; and to support the growing residential architecture community in the state of Minnesota.

Eligibility

To be eligible for submission, a project must be:

1. Designed by a current AIA Minnesota member who is a registered architect, or by a team of professionals where the lead designer is an AIA Minnesota registered architect.
2. New construction for a single family residence in Minnesota or Western Wisconsin OR a radical transformation of an existing single family residence (i.e. the transformation must include significant change to the existing dwelling as well as the new construction).
3. Completed since January 1, 2013.
4. Not previously featured in the *Star Tribune*.
5. Entry may be a previous RAVE Award winner, AIA Honor Award, BLEND Award winner, or previously published in other publications or magazines.
6. To ensure the highest quality editorial quality, the *Star Tribune* writer must be able speak with, name, and quote the homeowner(s) within the article.

Submission Requirements

1. Complete the Submission Form, AIA Minnesota General Credit Form and Homeowner Consent Form and return it with the \$110 entry fee (per submission) to AIA Minnesota by March 28, 2016 (entry fees will not be refunded for entries that are not submitted).
2. Submit one 22.5" x 22.5" x 1/4" board containing images and text that best represents the project.
3. Electronically submit the components of the project board (text and images) and architect headshot. See page 2 for details.

Return of Submission Materials

Submitted boards will be retained by AIA Minnesota through spring of 2017 for display purposes. Electronic files will be archived and kept in the records of AIA Minnesota. Note: AIA Minnesota is not responsible for submitted materials that are misplaced or lost. We suggest that you make duplicates of materials submitted.

Selection Panel

This program is a cooperative venture of the American Institute of Architects Minnesota and the *Star Tribune*. The selection panel will be comprised of two architects and one additional panelist, determined by the Residential Architecture Committee, as well as a representative of the *Star Tribune*. The selection process will be monitored by an AIA Minnesota staff member and will be blind with regard to the number of projects that are selected from any one firm. Each member on the panel will have equal weight in the selection process.

Continued on reverse side.

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Selection Criteria

Projects will be evaluated by the criteria listed herein. The elements of the submission should relay to the selection panel why the project is a unique and valued design solution, and should demonstrate how the project creates and encourages a sense of place and how it responds to its surrounding context. Submission elements should show any particularly distinguishing characteristics and how the project reflects its owner's "vision of home." Avoid lengthy descriptions of features that might already be explained by graphic presentation. The selection panel will not visit any sites. Project authorship must remain concealed throughout the deliberations of the selection panel. If authorship is revealed on any photos, plans, sketches, or narrative descriptions, the submission will be disqualified.

Specific Submission Requirements

Board:

1. Only ONE 22.5" x 22.5" x 1/4" submission board is allowed.
2. Within the board, include a concise description of the project and the design intent (see Selection Criteria).
3. Images may include floor plans, site plan, and interior and exterior photographs.
4. Include a definition of project construction cost (this may be in the form of total cost, cost per square foot, or some other reasonable measure that will give panelists an indication of the cost diversity of the submissions). If this information is not to be disclosed to the public, indicate "Cost withheld at the request of the homeowner" on the front of the board AND on within the project description note "Cost is not to be shared with the public at the request of the homeowner."
5. Allow a 3.5" x 2" space (horizontal or vertical, depending on the business card) for a business card holder (AIA Minnesota will provide) at the bottom right-hand corner of the board and include 15 firm business cards with your submission. The space may have a photo, but no text. After selection is complete, cards will be added to the board and used for promotional purposes.
6. Allow a 3" x 3" space on the lower-left corner of the board for the Home of the Month logo sticker. If your project is selected, a sticker will be placed over the area.

Electronic Submission:

Submit electronic files via filesharing service (*Hightail.com*, *Dropbox.com*) or on CD-ROM delivered to AIA Minnesota.

1. **NEW:** submit electronic copies of all elements appearing on the project board, to include descriptions, photographic images, floorplans, site plans, sketches, etc. Images must be saved in JPEG format in high resolution (300dpi). The images will be used on the AIA Minnesota website and for promotional purposes. If you choose to submit drawings, they must be converted to JPEG.
2. High resolution (300dpi) headshot photograph of the architect(s).

Credit:

1. It is the responsibility of the entrant to obtain permission from each homeowner to submit the project. The homeowner should consent to the publication of their home in the *StarTribune*, if selected. Use the Homeowner Consent Form on page 4 to document consent by the homeowner.
2. Photo rights must be obtained by the entrant. Each photo on the submission board must list a photo credit directly next to the photo. If the submitting architect is the photographer, list "architect." Entrants are responsible for any royalties or copyright photography fees as related to the submission. If your project is selected, you will be asked to provide proof of photo rights to reproduce the photos.

Home of the Month Event

The selected projects will be revealed at an evening event open to the public at International Market Square on Tuesday, April 19. Entrants are encouraged and expected to attend and are welcome to invite their clients. Attendance by participating architects is essential to the success of the event as a showcase for the public of the benefits of using an architect for residential design. Your submission entitles you to one (1) complimentary ticket to this event.

Contact Angie McKinley with questions at mckinley@aia-mn.org or (612) 338-6763.

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Submission Form

2016 Home of the Month Program (complete one form per submission)

Payment

Entry Fee: \$110 per submission

Check

Credit Card: make your payment online at www.aia-mn.org/misc-event/2016-hotm/

Contact information

Lead Architect name _____

State of Minnesota Registration # _____ AIA MN Member # _____

Firm Name _____

Address _____

City _____ Zip _____ E-mail _____

Phone _____

Additional Information

1. Your entry fee entitles you to one ticket to the Home of the Month Event on April 19, 2016.
2. Submit to: Angie McKinley, AIA Minnesota, 275 Market St., Suite 54, Minneapolis, Minnesota 55405 by Monday, March 28, 2016 by 5 p.m. CST. Questions? call 612-338-6763 or email mckinley@aia-mn.org.

Submissions due Monday, March 28, 2016.

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AIA Minnesota Homeowner Consent Form

_____ (Homeowner) gives consent to
_____ (Architect) to submit the owner's residence
for the Home of the Month program of the *Star Tribune* and AIA Minnesota. I understand that photos of
my residence and the design program will be submitted for a selection panel to review.

Should my residence be selected, I understand that I may be asked to allow professional photographs
of my residence to be taken between June 2016 - May 2017 (at no charge to me), and that I may be
contacted by a *Star Tribune* reporter for comment on the design.

I also understand if my residence is selected, it will be featured in one Homes section of the *Star
Tribune* (photography and article) between June 2016 - May 2017 and the information will be used in
promotional materials.

Homeowner Signature

Date

Architect Signature

Date



AIA Minnesota General Credit Form

AIA Minnesota and ASID have collaborated to ensure our awards entry process more accurately recognizes the contribution of project partners, aids jurors in reviewing, assists editors and writers of articles covering residential awards and projects. Our goal in this effort is to help the public better understand the interactive roles of architects, interior designers, builders, and all related professionals in the process of creating projects.

Provide contact information and a brief description of the role for each specified contributor to a project listed below as well as for any others who made a significant contribution to the success of the project as it appears in the entry.

Project Name: _____

Lead Architect Name: _____

(Lead architect must be registered and the lead designer of the project, responsible for the majority of the design.)

Email: _____

Design team members (include AIA designations): _____

Owner/Client: _____

Address: _____

Phone/Email: _____

Interior Designer: _____

Address: _____

Phone/Email: _____

Design team (include ASID designations): _____

Project Role: _____

General Contractor (include any professional associations): _____

Address: _____

Phone/Email: _____

Project team: _____

(Continued on backside)

Photographer: _____

Address: _____

Phone/Email: _____

Other Partners:

Firm Name: _____

Address: _____

Phone/Email: _____

Project Role: _____

Firm Name: _____

Address: _____

Phone/Email: _____

Project Role: _____

Firm Name: _____

Address: _____

Phone/Email: _____

Project Role: _____

Firm Name: _____

Address: _____

Phone/Email: _____

Project Role: _____

The entrant's signature will certify that the credits listed are complete and accurately reflect the contributions of each party listed.

Entrant signature

Date

