



# Homes by Architects Tour Call for Entries (virtual event)

## **Purpose**

The Homes by Architects Tour, founded by AIA Minnesota in 2008, is a two-day event and public outreach opportunity where architect-design homes from around the Twin Cities area are showcased to a public audience.

By showcasing the highest-quality new and remodeled, architect-designed homes from a range of project types, sizes, budgets, and sites, the event strives to demonstrate the value of architect-led residential design and educate the public about the quality and diversity of skills an architect can offer.

Additionally, the tour provides an opportunity for AIA Minnesota members to promote their services, expand their client base, and showcase their highest-quality work.

## **2020 Event**

In light of impacts from the COVID-19 virus pandemic and in an effort to protect the safety and health of AIA Minnesota members, their staff and volunteers, and the public who attends the tour each year, the 2020 event will be delivered as a virtual event. We anticipate that access by ticket holders to the virtual tour content will be granted on Saturday, September 26, 2020, the date of the original, live tour.

## **Eligibility**

Residential projects designed by a registered architect, or a team where a registered architect is the lead designer, who is a current AIA Minnesota member are eligible. Projects may be new construction, remodels or additions, and must have been completed within the past six years (as of January 1, 2020) or, if new construction, must be scheduled for completion by August 1, 2020.

Projects should exemplify the best qualities of an architect's work and demonstrate an innovative use of design solutions and/or materials. Due to the nature of the tour, remodeling and addition projects of significant size are preferred. Single-room or small-in-scope projects may undergo additional scrutiny to ensure they adequately illustrate the objectives of the event.

No firm may have more than 25 percent of the homes on the tour, and no single architect may have more than two projects on the tour. For this second call, we ask that firms or architects who already have a project accepted onto the 2020 tour refrain from submitting another project.



# Call for Entries, continued

## Submission Information

To submit a project for consideration for inclusion on the tour, the following information is required:

- **Project information:** *address, project type, square footage, date of completion, description*
- **Entrant information:** *firm information, design team names, firm logo, architect headshot or team photo*
- **Project images:** *high-resolution, print-ready project photos or, if no print-ready photos are available at the time of submission, renderings, sketches, plans, construction photos or scouting shots*
- **Consent forms:** *signed consent from homeowners, signed Architect Agreement form*
- **Supplier Information:** *list of all project partners along with contact information for each*

Materials should be submitted electronically using [AIA Minnesota's online awards platform](#). The deadline to submit projects during this second call is **Friday, June 5 by 5:00 pm CT**.

## Selection Process

A submission is considered complete when all portions of the application are completed and signed, including signed consent from the homeowners to participate in the tour if their home is selected.

In this second call for projects, preference will be given to projects designed by firms or architects who are typically unable to participate in the tour due to geographical distance from the Twin Cities metropolitan area. Additionally, preference is for project types that are not represented among the existing pool of tour projects.

All submissions are subject to final approval by AIA Minnesota staff.

## Confirmation of Projects and Payment of Fees

Following completion of the selection process, entrants whose projects were selected for inclusion on the tour will be notified, at which time the participation fee of \$2,000 is due. Payment may be made in one installment of \$2,000 or in two installments of \$1,000 and \$1,100, reflecting a 10% administrative fee on the second installment.

## Questions

Contact Angie McKinley at (612) 338-6763 or [mckinley@aia-mn.org](mailto:mckinley@aia-mn.org).



# Homes by Architects Tour Architect Agreement

The undersigned architect must be a current AIA Minnesota member in good standing and agree to abide by all of the following rules and regulations:

## **1. The Home/Residence**

- 1.1** The firm submitting the home is the firm of record and the architect submitting is a registered architect, lead designer of the home, and a current AIA Minnesota member.
- 1.2** All construction of the project must be completed by August 1, 2020, and the home must be film-ready by that date.
- 1.3** The home must be owner occupied. No home on the tour can be for sale before or during the tour. Absolutely no soliciting of home buyers is allowed before or during the tour.
- 1.4** The final decision on the inclusion of a residence in the tour will be made by the AIA Minnesota residential architecture committee and AIA Minnesota staff. The participation fee payment will be collected after final home selections have been made.

## **2. Changes/Cancellation**

- 2.1** Subject to AIA Minnesota approval and payment of a \$250 program change fee, the architect may change the originally submitted home to a different home. Requests for changes will be accepted until June 30, 2020. No changes will be allowed after this date.
- 2.2** If the architect withdraws a home from the tour for any reason (including non-completion) prior to June 15, 2020, a refund of 60% of the fee will be issued; prior to July 1, 2020, a refund of 40% of the fee will be issued. All withdrawals must be submitted in writing immediately to AIA Minnesota. After July 1, 2020, the entry fee is non-refundable and must be paid in full. Participation fees may not be transferred to a future tour in the event a home is withdrawn from the tour.

## **3. The Program Guide / Advertising**

- 3.1** The architect must submit any changes to the home profile (including maps, photos, logos or information relating to the project, the architect, the firm or special transportation arrangements) to AIA Minnesota by July 15, 2020. A final proof showing all relevant project information will be given to the architect by August 1. If the proof is not subsequently approved by the architect, any errors in the printed program guide will be the architect's sole responsibility.
- 3.2** If errors or omissions occur in the program guide after the final proof has been signed by the architect (including maps, photos, logos or information relating to the project, the architect, or the firm), AIA Minnesota will make every effort to correct them wherever possible.
- 3.3** Errors must be reported to AIA Minnesota through written communication by August 15, 2020 or any claim for refund will be forfeited.



## Architect Agreement, continued

### **4. Preparing for the Virtual Tour**

- 4.1** AIA Minnesota will make arrangements for a photographer to visit the project at a time that is convenient to the homeowners and architecture firm staff in order to capture footage for the virtual tour. The home should be in film-ready condition by the date and time of the photographer visit. No subsequent visits will be coordinated unless requested by the photographer/videographer.
- 4.2** Architect should advise homeowners to remove any sensitive personal items or information on display in the home prior to the photographer visit. No residents of the home will be captured in the filming.
- 4.3** No third-party advertising is permitted at the residence, with the exception of paid and approved event sponsors. Any companies displaying signage or material without prior approval will be asked to pay the appropriate sponsorship fees. If fees remain unpaid following the conclusion of the tour, AIA Minnesota reserves the right to invoice the architect for the fees.

### **5. Insurance**

- 5.1** The Architect will provide a general liability insurance certificate that names AIA Minnesota as an additional insured.
- 5.2** AIA Minnesota shall not be responsible for liabilities resulting from any existing conditions on the premises or from any failure by the architect to maintain the insurance required herein.

I wish to enter the 2020 Homes by Architects Tour and agree to abide by all of the rules and regulations listed in this agreement. I understand that failure to comply with any of the rules or guidelines in this document may result in a denial of participation privileges for the 2021 tour. In the event of any dispute or contest relating to any part of the tour rules, regulations or guidelines, the final decision will be made solely by AIA Minnesota.

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Architect Signature

Date



# Homes by Architects Tour Homeowner Consent

The undersigned hereby agrees to:

1. Make the residence available for filming and photography for the virtual tour at a time and date agreed upon by photographer, homeowners and architect, and comply with any reasonable requests made by the photographer during filming.
2. Make a reasonable effort to present the residence at its best for filming and photography.
3. Allow photographs to be used for publicity by AIA Minnesota.
4. Allow for the display of additional signage in the home to recognize event sponsors.
5. The home must be owner occupied. No home on the tour can be for sale before or during the tour. Absolutely no soliciting of home buyers is allowed before or during the tour.
6. Not allow any third party advertising during the tour with the exception of paid event sponsors.

Project address: \_\_\_\_\_

Homeowner name(s): \_\_\_\_\_

Homeowner 1 signature: \_\_\_\_\_

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

Homeowner 2 signature: \_\_\_\_\_

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

**Prior to the tour, local television and print media often request to interview homeowners. Please indicate whether you are open to speaking with the media:**

Yes

No



# List of Suppliers

Suppliers and vendors are an important aspect of the Homes by Architects Tour. Their support is critical to the event's success, and their presence in the homes gives added value to attendees. Please list all of your product suppliers so that we can approach them for sponsorship opportunities. This is a great way for them to participate and represent their work in your home for additional exposure and potential new business. Use additional pages, if necessary.

Builder/Contractor: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Interior Designer: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineer: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Window Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Door Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Exterior Siding Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Lighting Company: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Paint Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

A/V Company: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



# List of Suppliers (continued)

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Plumbing Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fireplace Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Kitchen Appliance Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Countertop Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Hardware Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tile Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Flooring Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cabinetry: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Roofing Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Pool Supplier or Other Exterior Features: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

OTHER: List other unique items like security system, metal work, patio furnishings, fencing, etc.