

## How to Submit a 2020 Educational Interiors Showcase Portfolio:

American School & University offers an online form for you to send your Educational Interiors Showcase submission portfolio materials. Visit <https://schooldesigns.com/EIS-submission-materials/> to link to the form. There you will enter your project data, project description and upload images and space plans.

**Important Note:** Due to the current challenges with the COVID-19 crisis, we are moving our judging date and extending the deadline to upload your materials to the form until Monday, June 1. If you are able to submit prior to the June 1 deadline, please proceed with uploading your materials and we will prepare them for judging. Entrants will be notified when their submission upload is received. Contact Molly Roudebush with any questions: [mroudebush@asumag.com](mailto:mroudebush@asumag.com).

There is also an online Manufacturers List which can either be submitted with your portfolio, or can be submitted separately by June 8.

*Note: There is no need to send a hard copy of your submission materials. Once you have completed your online submission, your submission is complete.*

If you have any questions about your Educational Interiors Showcase entry, please contact Molly Roudebush at [mroudebush@asumag.com](mailto:mroudebush@asumag.com).

### Step 1: COMPLETE THE ONLINE SUBMISSION FORM:

Visit <https://schooldesigns.com/EIS-submission-materials/> to link to the form. See below for the information that will be required.

*Note To save your form and continue later, you will click the "Save" button at the bottom of the form. A box will appear that asks you to save your progress with Google, Facebook, or Create An Account. OR you can click the "Skip Create An Account" choice at the bottom, which will bring up a new box that allows you to input an email address where an email with the link to return to your form will be sent. Note that the form stores information for up to three months. If submitting multiple entries, please complete and submit your first project, then return to <https://schooldesigns.com/eis-submission-materials/> to begin the process for each additional project and enter the new information for the next submission.*

### Project Data

Project data required on the form will include the following information. All project data (school/university name, firm name, etc.) printed in the magazine and online is taken directly from what you submit online.

**-Firm contact information.** This should be the office that completed the project.

**-Chief school administrator.** This should be your firm's key contact for the project. Often a superintendent, principal, president or facility director depending on the project.

**-Entry category.** This can be found on the original entry form sent for the project but can be changed if needed.

**-Cost information.** Costs include building "bricks and mortar" and any permanent, built-in furniture. Do not include design fees and other "soft costs." When in doubt, specify what expenses you are including in your cost total. Note: *Total cost* applies to the whole facility; *Cost of project entry category* applies to the specific category you are entering (and may not be applicable for certain categories, such as common areas).

**-Square footage information.** For the project and for the entry category (if applicable, see above).

## Project Description

-Include **150-175 words** to describe your project. (See the Call for Entries for increased word counts if you've ordered a multi-page layout.) The project description uploaded is what the jury will see and what is printed in the magazine.

-**Describe clearly** the project, the architect's response to the educational program requirements, and any special circumstances or challenges.

- AS&U won't edit your description prior to judging, but the jury rarely has time to read descriptions longer than the count suggested. Be sure to include the most important information at the beginning of your description. Descriptions will be edited prior to publication.

## Space Plans

- **Space plans** are required for judging. Include one plan for each floor or area being judged, with a minimum of one space plan required.

-Make sure all space plans are **labeled and legible**.

-Space plans should include a **North-South designation** to indicate the building's orientation.

- If sending more than four space plans, you may send the additional images via e-mail to EIS@asumag.com. We also can retrieve them via YouSendIt or your own FTP site. Be sure to identify which project they are for.

## Photographs

-**One overall exterior shot:** 8" x 10" (approx.) photograph to show the project in its context. An exterior shot is requested even if only interior work was completed. Interior images are prioritized before exterior images in page layouts.

-Upload **at least four additional** 8" x 10" (approx.) images of the project that illustrate various aspects of the entry category and/or surrounding areas.

-**Choose photos that show visually** what you've said in your project description. When possible, **include people** in your photographs to show context. Photos should pertain to the category you are submitting.

-**Include a short description** with each photo. A brief, basic description (such as "reading nook") that serves to tell the jury what they are viewing is preferred. Descriptions are not published in the magazine.

-Include a photographer credit for each photo, or for renderings/images the firm responsible for the image.

-**Use the pulldown menu to select a print preference for each image.** Choose "do not print" as applicable. *The highest ranked images will be the ones used in your layout. Interior images are prioritized. If images are not ranked, the editorial team will select which images are used in the page layout.*

-**The Interior Renovation and Historic Preservation categories require at least one "before" photo with a corresponding "after" photo.** It is best to showcase an interior space if possible, but exteriors are accepted as well.

-**Interior Work In Progress entries** should send renderings, sketches or planning concepts, as well as any furniture, wall or other interior treatment considerations.

-**If you have a multi-page layout and more than ten photos,** you may also send electronic photo files via e-mail to EIS@asumag.com. We also can retrieve photos via YouSendIt or your own FTP site. Be sure to identify which project they are for.

## Step 2: SUBMIT THE MANUFACTURERS LIST:

- Visit <https://schooldesigns.com/EIS-submission-materials/> to link to the form.

The Manufacturers List can either be submitted with your portfolio, or can be submitted separately by June 8.

-Provide the national manufacturers whose products were used for the project. Do not include regional companies.

-It is only necessary to include the product categories applicable to your project and its entry category.

-The manufacturers list is not required for Interior Work in Progress projects.

-The manufacturers list is used to compile a directory of manufacturers for *American School & University's* subscribers for the projects published in the Educational Interiors Showcase issue.

**QUESTIONS?** E-mail Molly Roudebush: [mroudebush@asumag.com](mailto:mroudebush@asumag.com).

-Visit the “Find A Project” section of SchoolDesigns.com to view projects, including descriptions and photos, from past Educational Interiors Showcase competitions.

## Online Submission Form Checklist

**Before submitting your portfolio materials online, please look over this checklist to make sure you haven't omitted anything.**

- Do your costs add up? (cost per sq. ft. x area should = total project cost)
- Does your project description say what you want to say about your project to the jury?
- Do your photos include a description and photo credit and print preference?
- Do your photos describe visually what you've said about the project in the description?
- Did you include a “before” picture (Interior Renovation and Historic Preservation categories)?

## Frequently Asked Questions

### **What is the deadline to submit my portfolio?**

Due to the current challenges with the COVID-19 crisis, we are moving our judging date and extending the deadline to upload your materials to the form until Monday, June 1. If you are able to upload your submission prior to the June 1 deadline, please do so and we will confirm receipt and prepare it for judging. Please email Molly Roudebush at [mroudebush@asumag.com](mailto:mroudebush@asumag.com) with any questions

### **What are the categories?**

Administrative Areas/Offices - Auditoriums/Music Rooms - Cafeterias/Food-Service Areas - Career Centers - Chapels/Worship Centers - Classrooms - Common Areas - Community Centers/Joint-Use Facilities - Conference/Training Centers - Exhibition Space/Galleries - Healthcare Facilities/Teaching Hospitals - Historic Preservation - Interior Renovation (whole building) - Interior Work In Progress - Laboratories - Libraries/Media Centers - Multipurpose Rooms - Physical-Education Facilities/Recreation Centers - Pre-K/Early-Childhood Education - Residence Halls/Lounges - Service Facilities - Special-Needs Interiors - Student Centers/Service Areas - Technology Centers - Vocational/Industrial-Arts Areas - Welcome Centers

### **When must my project have been completed?**

Projects must have been completed Jan. 1, 2015, or on the boards before Sept. 1, 2020.

### **Who judges my project?**

AS&U selects its jury carefully to represent a good mix of school/university administrators and AIA-member architects. The jury evaluates and selects outstanding projects for publication.

### **I am a public library, hospital, or non-traditional learning space can I still enter?**

Yes. Public libraries, hospitals, museums and other facilities can enter as long as the facility has an educational component. The educational component must be described in the project description.

# Frequently Asked Questions continued

## **Can I enter more than one category?**

Yes. A firm can enter multiple categories, but each is a separate entry and must include an additional entry form and a separate upload. Each upload/entry has the potential to be selected and published in its category. Discounted publication fees apply, contact [mroudebush@asumag.com](mailto:mroudebush@asumag.com) for more information.

## **What if I want to change my category or don't know what category I entered?**

We can help. Give us a call or shoot us an e-mail, and we can help you determine the right one.

## **Who should be listed on the Project Data Sheet as the Chief School Administrator?**

The chief school administrator typically is the superintendent, facility manager or other person that was the chief school contact for the project. This information is not printed in the magazine.

## **I don't understand what the difference between total cost and cost of project entry category.**

*Total cost* applies to the whole facility; *Cost of project entry category* applies to the specific category you are entering (and may not be applicable for certain categories). For instance, common areas is a category that includes hallways, entryways, locker areas, etc., and costs may be difficult to discern. However, for a library that is just part of the total project completed, you may know the cost for that particular area. When in doubt, just be specific about what costs you are including.

## **Should the Project Description be in narrative form, or can I break it up with bullets?**

Past juries have encouraged the use of bullets to highlight specific aspects of a project that were important.

## **Can I submit more than 5 photos?**

Yes, but keep in mind that the jury has limited time to peruse each submission. Additional pages allow you to include more photos in your layout. Contact Molly Roudebush at [mroudebush@asumag.com](mailto:mroudebush@asumag.com) for information about increasing the number of pages for your project.

## **Will I see a proof before anything is printed in the magazine?**

*American School & University* will send a proof for selected projects before anything is printed in the magazine. Please note that the proof is a chance to review for errors, but is not the opportunity to rewrite the project description or reselect photo rankings. **Please be sure your submittal reflects your preferences for what is printed and has any internal and/or client approvals needed.**

## **What if I have a problem uploading my photos?**

If you experience problems uploading photos via this form, you may also send electronic photo files via e-mail to [EIS@asumag.com](mailto:EIS@asumag.com). We also can retrieve photos via YouSendIt or your own FTP site. Be sure to identify which project they are for.

## **What if I need to send more photos or space plans than are allowed for on the online form?**

If you have a multi-page layout and more than ten photos - or more than four space plans, you may send electronic files of the additional images via e-mail to [EIS@asumag.com](mailto:EIS@asumag.com). We also can retrieve photos via YouSendIt or your own FTP site. Be sure to identify which project they are for.

## **Can I include photos of areas that are not my entry category?**

Please focus the photos in your submission to the entry category selected. Areas around the entry category area encouraged. For instance, if you enter the library/media center category, feel free to include the entry or surrounding areas.

## **What if I made a mistake in the materials I sent online?**

You will receive a confirmation email with the information that was submitted for your project. If you notice that you have sent something in error or have any questions, please contact Molly Roudebush at [mroudebush@asumag.com](mailto:mroudebush@asumag.com) and we can make the change.

**Questions?** Contact Molly Roudebush: [mroudebush@asumag.com](mailto:mroudebush@asumag.com)