



## How to Submit Materials for the 2020 Architectural Portfolio:

American School & University offers an online form to send your Architectural Portfolio submission materials. Visit <https://schooldesigns.com/ap-submission-materials/> to link to the form. There you will enter your project data, project description and upload images and site/space plans.

The online form should be submitted before our judging begins September 1. The final date to upload your submission materials is August 28. If you can upload your materials prior to that it gives our team more time to make sure your submission is ready for judging. There is also an online Manufacturers List which can either be submitted with your portfolio, or can be submitted later.

*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 Architectural Portfolio entry, please contact Molly Roudebush at [mroudebush@asumag.com](mailto:mroudebush@asumag.com).

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

Visit <https://schooldesigns.com/ap-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/ap-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. Note that 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.

**-Design team.** The design team is typically those individuals in the firm who worked on the project and also can include other companies who were part of the project, such as engineering or design firms and individuals at those companies who should be recognized. This is the place to name individuals or companies you would want printed in the magazine as being associated with the project.

**-Client.** This is the district, university, school, etc. that was the client for 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.

**-Square footage information** for the project.

## 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 educational program requirements, the architect's response, special or unusual problems and challenges, and technical information.
- 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.

## Site/Space Plans

- A minimum of one site or space plan is required. Include one plan for each floor or area being judged.
- 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 [AP@asumag.com](mailto:AP@asumag.com). We also can retrieve them via YouSendIt or your own FTP site. Be sure to identify which project they are for.

## Photographs

- All photos intended for print should be 300 DPI. They can be uploaded as TIF, EPS or JPEG files (8" x 10" or similar size preferred).
- Upload one overall exterior image** to show the project in its context. An exterior shot is required even if only interior work was completed. Please feel free to choose "do not print" from the print preference pulldown menu in such instances.
- Upload **at least four additional** images of the project.
- 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 tells the jury what they are viewing. 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. If images are not ranked, the editorial team will select which images are used in the page layout.*
- The Renovation/Modernization and Historic Preservation categories require at least one "before" photo with a corresponding "after" photo.**
- Work In Progress entries** should send renderings, sketches or planning concepts.
- If you have a multi-page layout and more than ten photos**, you may also send electronic photo files via e-mail to [AP@asumag.com](mailto:AP@asumag.com). We also can retrieve photos via YouSendIt or your own FTP site. Be sure to identify which project they are for.
- American School & University reserves the right to lightly crop images for publication if necessary.*

## Step 2: SUBMIT THE MANUFACTURERS LIST:

- Visit <http://schooldesigns.com/AP-Submission-Materials.aspx> to link to the form.
- 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.
- The manufacturers list is not required for Work in Progress projects.
- The manufacturers list is used to compile a directory of manufacturers printed in the magazine for the projects published in the Architectural Portfolio issue.

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

# 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 (Renovation/Modernization and Historic Preservation categories)?

## Frequently Asked Questions

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

Final portfolio deadline is August 28.

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

Pre-K/Early-Childhood, Elementary School, Middle School, High School, Combined-Level School, Post-Secondary, Work in Progress, Specialized Facility, Renovation/Modernization, Historic Preservation, Landscape Architecture, Campus Master Planning, Prototype Facility, Modular Facility, Community/Joint Use Facility, Adaptive Reuse, Sports Stadiums/Athletic Facilities, Signage/Wayfinding, Parking Facilities, Residence Hall

### **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 mix of school/university administrators and AIA-member architects. The jury evaluates and selects outstanding projects for publication.

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

Call or e-mail and we can confirm what was on your entry form or help you determine the right category.

### **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.

### **Who should be listed on the Project Data Sheet as the Design Team?**

The design team is typically those individuals in the firm who worked on the project and also can include other companies who were part of the project, such as engineering or design firms and individuals at those companies who should be recognized. This is the place to name individuals or company you would want printed in the magazine as being associated with the project.

### **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 binder. 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.

# Frequently Asked Questions continued

## **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 [AP@asumag.com](mailto:AP@asumag.com). We also can retrieve photos via YouSendIt or your own FTP site. Be sure to identify which project they are for.

## **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 approvals needed.

## **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 [AP@asumag.com](mailto:AP@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 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 at [mroudebush@asumag.com](mailto:mroudebush@asumag.com)**