



## 2025 EEA SUBMISSION CHECKLIST

- Official Entry Form
  - Does the project ready for use date or disclosure date fall within the range of November 1, 2022 and October 31, 2024?
  - Do I have the signature of the Firm's Principal?
  - Do I have the signature of the Client/Owner?
- Are the costs shown on the entry form construction costs and **not** engineering fees?
- Have I uploaded a 1-page letter from the Owner/Client?
- Is the Executive Summary limited to 1 page and single-spaced?
- Is the Project Description limited to 6 pages and single-spaced, is budget information and summary included?
- Have I uploaded all documents in PDF format with the exception of the Key Participants and Media List which should be uploaded in an Excel file?
- Have I uploaded the 6 photographs? Do they have captions? (No text on photographs)
  - Did I upload three photographs of the completed project?
  - Did I upload three photographs of the planning, start-up, and/or construction phase of the project?
- Have I uploaded the small panel version?
- Have I uploaded an eight (8) slide PowerPoint Presentation contains: One (1) title slide with EEA logo, firm name, project name, project location, city and state, followed by: Six (6) slides which include photos 1 through 6 (same photos as Item #6; Refer to Call for Entries on page 6), and captions for each photo. Do not include caption/text on the photo. Plus, one (1) slide that contains the photographic display panel. Accepted file format is PowerPoint (PPT or PPTX) only. This presentation will be used by the judges as part of their evaluation. Do not include sound, transition effects, animations, present timing, or slide show sequencing. A sample PowerPoint presentation is downloadable from the ACEC website.
- Have I included as many quantifiable outcomes as feasible to accurately portray the narrative of this project? For example, data points related to energy savings, number of people impacted by the project, etc.
- Please be sure the contact listed on the Official Entry Form will be available on Thursday, January 16, 2025.  
(Calls will only be made if there are clarifications or additional information required for your submittal)
- If this is a Category A submission, have I uploaded supplemental report documentation?
- Have I submitted the high-resolution photographic digital panel file? *(Refer to digital panel file located in the EEA Award section of the ACEC website for an example of general digital panel file requirements but not panel layout. Layout digital panel file to be determined by entering firm.)*

**Note:** The EEA Online submission system **will not** accept credit card payment until all items on the checklist have been submitted.

For questions, please contact **Theresia Christanti** at ACEC on (202) 682-4312

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