

AIDA

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**ATLANTIC INTERIOR DESIGN**

**AWARDS**

**PROJECT SUBMISSION FORMS 2023**

ISSUED 01 FEBRUARY 2023

# PROJECT ELIGIBILITY

MEMBER NAME:

MEMBER STATUS:

DESIGN FIRM NAME:

DESIGN FIRM ADDRESS:

DESIGN TEAM:

PROJECT PHOTOGRAPHER:

AWARD CATEGORY  
SUBMITTED FOR:

PROJECT NAME:

PROJECT ADDRESS:

PROJECT COMPLETED:  
(OCCUPANCY DATE)

CLIENT COMPANY NAME:

CLIENT CONTACT NAME:

NOTE 'Y' IF CLIENT WISHES  
TO REMAIN ANONYMOUS:

PROJECT SIZE \*:

PROJECT TEAM \*:  
(GC, FURNITURE,  
CONSULTANTS ETC)

NOTE: THIS PAGE WILL BE REMOVED PRIOR TO ISSUING TO THE JUDGES

\* ITEMS NOTED WITH  
ASTERISK NOT REQUIRED

# PROJECT INFORMATION

PROJECT NAME:

PROJECT ADDRESS:

PROJECT COMPLETED:  
(OCCUPANCY DATE)

CLIENT COMPANY NAME:

AWARD CATEGORY  
SUBMITTING FOR:

- Corporate Office*
- Institutional*
- Health + Wellness*
- Retail*
- Hospitality – Restaurant & Bar*
- Hospitality – Hotel*
- Residential – Single Family Residence*
- Residential – Multi-family Units*


# INTRODUCTION TO PROJECT

10% of overall score  
250 words max

Examples for discussion:

- Overall design statement
- Overview of the project
- Goals and objectives
- What key items make the design stand out

\*\*Ensure not to mention design firm or designer name in all descriptions



# DESIGN CONCEPT

30% of overall score

750 words max

Examples for discussion:

- Detailed design concept statement
- Strategy for planning approach
- How did the design meet the clients' goals and objectives
- Challenges and how the design overcame these items
- Key design elements in the space
- Existing elements that were required to work into the concept
- Millwork design
- Lighting design
- Materiality and finishes
- Standards required to be used
- Brand incorporation
- Any other pertinent information




# SOCIAL & ENVIRONMENTAL RESPONSIBILITY

30% of overall score  
750 words max

Examples for discussion:

- Equity
- Diversity
- Inclusion
- Accessible design
- Community
- Humancentric design values
- How the design meets needs of all users
- How was the environment kept in mind
- Sustainability approach
- LEED/WELL/FITWEL accredited
- Materiality as it related to sustainability
- Product specifications and suppliers that align to sustainability approach
- Supplier certifications



# BONUS – CLIENT TESTIMONIAL

5% of overall score

150 words

Examples for discussion:

- Provide client testimonial for how the space met their needs and their point of view on the project success
- Client experience through project
- How the space functions in relation to the end user



# PROJECT VISUALS

30% of overall score

## Requirements:

- After images – 5-10 (max) photos to showcase design excellence
- JPEG, JPG, GIF, PNG, TIF, PDF (150-300 dpi; max file size 10 MB)  
Naming convention – Project NAME\_CATEGORY\_AFTER\_1.JPEG  
Example – Project NAME\_CORPORATE DESIGN\_AFTER\_1.JPEG
- Photos are recommended to avoid principles, partners or owners of the design firm in order to ensure anonymity and fairness during judging
- Submission that do include the above noted people, please blur faces of any individuals to ensure they are not identifiable
- Images to be submitted via submission portal as separate image files

## Optional:

- Furniture plan for each floor of the project
- Furniture plan denoting where the after images are shot from. Example “view of reception”
- 3-5 concept sketches – showing ideation, planning, concept development etc
- Reflected Ceiling plan
- Before images – optional, 5-10 (max) images of the space prior to the renovations – JPEG, JPG, GIF, PNG, TIF, PDF (150-300 dpi; max file size 10 MB)  
Naming convention – Project NAME\_CATEGORY\_BEFORE\_1.JPEG  
Example – Project NAME\_CORPORATE DESIGN\_BEFORE\_1.JPEG
- Images to be submitted via submission portal as separate image files
- Plans and sketches to be submitted via submission portal as separate files, named accordingly



# SUBMISSION CHECKLIST

- Identification information – projects are judged anonymously, therefore please ensure that designer information and firm name are only included on ‘Project Eligibility’ page
- Ensure information provided is accurate
- Ensure category for the award has been noted
- Provide project information and descriptions as prompted
- Complete and sign terms and conditions form
- Complete photography consent form, and have photographer sign