

## Submission Requirements Preview

- **Designer Eligibility:** The awards are open to all IDIBC Registered (RID) Members in good standing at time of submission.
- **Project Eligibility:** Eligible submissions are interior design projects completed between January 1, 2018 and June 1, 2021; published or unpublished. Projects entered in prior Awards of Excellence are not eligible.
- **Read Carefully:** Review all materials carefully. The submission process evolves and changes from year to year. Please do not assume that any of the instructions are the same as the last time you entered. Incomplete or incorrect submissions will be disqualified without a refund.
- **Preview Only:** This is a summarized preview only. If there are any discrepancies between this and the online submission website, the information on the submission website prevails.
- **Can be Saved:** A partially completed on-line submission can be saved to your computer.

### PROJECT DESCRIPTION:

The Judges will use the information in the project description to evaluate your entry.

**IMPORTANT:** *Do not* reference the project's Interior Designer and/or Design Firm or your submission will be disqualified.

- **Project square footage**
- **Overall construction cost**
- **Furniture, fixture, and equipment cost**
- **Client objective(s)** (Bullet points acceptable, 500 characters max.)
- **Design concept statement** (300 characters max.)
- **How were objectives accomplished?** (Bullet points acceptable, 500 characters max.)
- **Challenges faced and overcome** (Bullet points acceptable, 500 characters max.)
- **What makes your design exceptional?** (Bullet points acceptable, 500 characters max.)
- **If project is a renovation**, explain any aspects of the original space that were retained and not significantly impacted by your design (Bullet points acceptable, 700 characters max.)
- **If project is a branch of a chain** which is subject to design standards, explain the prescribed standard elements and the elements of the design that are your own. (Note: If the project is a chain store or branch office, the Lead Designer who developed the original corporate or retail design standard is the only person permitted to submit the entry). (Bullet points acceptable, 700 characters max.)

## PHOTOGRAPHS:

- **Lead Designer(s) Portrait Photo** (*new requirement*): Submit 1 photo – 2 if there are two Lead Designers (Amateur photos acceptable. Preferred: JPG, JPEG. Minimum resolution on short side: 1500 pixels)
- **Design Team Group Photo** (*new option*): Submit 1 photo (Amateur/photoshopped photo acceptable. Preferred: JPG, JPEG. Minimum resolution on short side: 1500 pixels)
- **Before Photos** (optional): Submit up to 5 before photos. (Amateur photos acceptable. JPG, JPEG, GIF, PNG, TIF, PDF. Preferred: JPG JPEG. Maximum file size: 20 MB)
- **After Photos**: Submit minimum 4 and up to 10 after photos (JPG, JPEG, GIF, PNG, TIF, PDF. Minimum resolution on short side: 2000 pixels. Maximum file size: 20 MB)

## PLANS:

- **Renovations**: Submit pre-construction plans (PDF. Maximum file size: 20 MB)
- **Final Space Plans**: Include numbered arrows in the appropriate location on the plans to clearly indicate the corresponding views that are represented in the after photos (PDF. Maximum file size: 20 MB)
- **Reflected Ceiling Plans** (optional) (PDF. Maximum file size: 20 MB)

## CONSENT FORMS:

- 1 form signed by **Client**. (Ensure Client's name is also printed)
- 1 form signed by **Lead Designer**. (Ensure Lead Designer's name is also printed)
- 1 form signed by **Photographer**. (Ensure Photographer's name is also printed)

**Submissions Open:** Monday April 19 at idibc.org  
**Early Bird Discount Deadline:** Friday April 30 at 11:59pm  
**Standard Deadline:** Friday May 28 at 11:59pm

**SHINE Awards Gala**  
Tuesday September 28, 2021

Questions?: E-mail [info@idibc.org](mailto:info@idibc.org)