



2015 EEA SUBMISSION CHECKLIST

- Official Entry Form
 - ☐ Does the project completion or disclosure date fall within the range of November 1, 2012 and October 31, 2014?
 - ☐ Do I have the signature of the Firm's Principal?
 - ☐ Do I have the signature of the Client/Owner?
- Have I included a 1 page letter from the Owner/Client?
- Is the Executive Summary limited to 1 page and double-spaced?
- Is the Project Description limited to 5 pages and single-spaced?
- Have I uploaded the 6 photographs? Do they have captions?
 - ☐ Did I include three photographs of the completed project?
 - ☐ Did I include three photographs of the planning, start-up, and/or construction phase of the project?
- Have I included the small panel version?
- Please be sure the contact listed on the Official Entry Form will be available on January 21, 2015. (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 included supplemental report documentation?
- Have I included the USB flash drive containing the submission materials?

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