

GENERAL:

1. This is the InDesign Template. Projects may be submitted using the Powerpoint version available at CTASLA.org
2. Each project entered must have a separate file.
3. This slide is for instruction purposes only and should not be included in the submittal.
4. Your Jury Presentation slides must have all individual and company names and/or identifying marks removed from all graphics and captions. No Exceptions!

FORMAT:

5. Slide 1 is the **Project Summary** Slide and must be the first slide of each presentation. The ASLA Member/Landscape Architect's specific role in the project should be 75 words or less.
6. Slide 2 is the **Project Description** and must be the second slide of each presentation, containing 250 words or less. The Project Description must be written in the third person (don't say 'we').
7. Slide 3 is the **Statement of Significance** slide and must be the third slide of each presentation. In 250 words or less, using bullet points, describe the project's worthiness for an award, focusing on the criteria used for judging each category.
8. Additional Slides - Provide a minimum of eight (8) and a maximum of fifteen (15) additional slides for images, project graphics and photographs, with a brief caption (50 words maximum) for each slide.
9. Do not use slide transitions, audio, or video in your submittal.
10. Place images and text so the CTASLA logo, project category and name located in the upper left corner of the slide remains visible; fill in the page numbers in the upper right corner.
11. Be concise and use the template font, Arial, minimum 12-point type.
12. Utilize medium resolution JPEG images only in your Jury Presentation.

SUBMISSION:

13. Save your work in PDF format as "[project name].pdf".
 - A. Upload your PDF file to awards@ctasla.org using the online transfer website www.WeTransfer.com
 - B. Or, save your file to a CD-ROM or flash drive and mail it to CTASLA at the address given on the entry form.
14. Write the name of the project directly on the CD or flash drive, or include in the online WeTransfer message box.
15. Regardless of submittal method, entries must be received no later than 5pm on the deadline day. No exceptions.
16. PDF files shall not exceed 15 MB.
17. All submittals become the property of CTASLA to be used for promotion of the profession of landscape architecture
18. Entries not complying with these instructions will be considered non-responsive and disqualified.



Project Summary:

Project Name:

Client: (if appropriate)

Project Location:

Date of Completion:

ASLA Member / Landscape Architect's Specific Role in this Project:



Project Description:

Project Description (paragraph form, 250 words or less, suitable for publication):



Statement of Significance / Design Intent:

In 250 words or less, using bullet points, describe the project's worthiness for an award, focusing on the criteria used for judging each category.

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Duplicate this slide for a minimum of 8 and no more than 15 additional slides for images of project graphics and photographs with a short caption (50 words or less) for each image or slide, (and erase this text from your presentation).