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**Submission Requirements & Instructions**

Each project submission must include a PowerPoint presentation, a high-resolution image, and a Project Entry Form. Please review the information below and contact Albert Rivas ([arivas@tasanet.org](mailto:arivas@tasanet.org) or 512.852.2121) if you have any questions.

**Project Checklist**

* June 11: [Exhibit of School Architecture Agreement](https://www.formsite.com/tasa/architecture/index.html)/Payment due
* June 25: Project Submission/Poster Due
  + Project Entry Form submitted ([online form](https://www.formsite.com/tasa/project-entry/index.html))
  + Signature Photo used on Slide 2 must be submitted in addition to the PowerPoint separately in .jpg or .png format (at 300 dpi and 2880 x 1620 pixels) submitted via Box. This signature photo **can** display the name of your project.
  + Jury Submission PowerPoint & PDF submitted via Box
  + Convention Display Submission (PDF\*)
    - \*TASA/TASB will*print actual posters*

**Submitting Projects through Box**

All PowerPoint and photo submissions will be handled digitally through Box, an online file sharing service. The primary Contact and Project Submission Coordinator (per Exhibit of School Architecture Agreement) will receive an email address to send files directly to a Box folder.

**To share files:**

1. Remove all images from your email signature
2. Attach files to email, insert the firm’s unique box email into the “to” line and send. Please review the naming perimeters below.
3. The files will be automatically uploaded into the firm’s file.

Naming Perimeters

* Judging PowerPoint submissions should be submitted to the Firm’s folder using the file name “Project ISD\_ProjectSchool” by June 25.
* Signature Photo files should be saved as “ProjectSchool\_Photo” by June 25.

**Jury Submission (Due June 25)**

This submission will be used by Area of Distinction Sub-juries and the Caudill Class Jury. The slides may also be paired with jury comments in the Convention display for Stars of Distinction awards and/or at Convention the breakout session.

* Use this PowerPoint Template. Slide footers indicate content and project information and **must be used**. They can be altered to fit your presentation.
* Up to five slides may be used for each Area of Distinction (one required text-only slide if entering that Area). If all four visual slides are not used for an Area of Distinction, they may not be used for additional information on another area and must left blank. Slide images may be repeated in other areas of distinction with different description emphasis.
* **Do not delete** empty slides or slides place holders that are not applicable. Skip these slides. They will not count against your project as the jury will only see complete slides that pertain to the area they are judging.
* Submit to TASA/TASB in **PowerPoint** format and **PDF**. **This is to ensure that no conversion issues occur when converting into a PDF.**
* **Do not use transitions, embedded video, or animations as they will not work in a PDF.**
* The Signature Photo used on Slide 3 must be submitted in addition to the PowerPoint separately in JPG format (8”x10” image at 300 dpi or 2400x 3000 pixels) for use in the Convention display and Convention materials. This signature photo can display the name of your project.
* Other PowerPoint requirements:
* No reference to the architectural firm, school, school district, or other school specific identifiers should be included on any of the slides; blurring or masking identifiable elements is required.
* The PowerPoint file size should be kept at or below 40 MB.
* Remember to credit your photographer.
* Bulleted, simple, and large (prefer font size above 20 points) text is recommended for visual slides.
* Text slides replace many prompts from the newly revised Project Entry Form. The PowerPoint slides is the only space you will have the opportunity to address these Areas, the Project Entry form will only request basic project information. You may only use text on these slides (500 characters max) and visuals may support the response on the following slides.

**Jury Submission Outline**

The Jury Submission should be used to make key points and visually support your Project Entry Form. You have the opportunity to describe this project and each Area of Distinction in greater detail on the Project Entry Form. ***\*Content on slides with an asterisk is required for all projects.***

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| **Slide** | **Focus** | **Description** |
| Slide 1 | Entry Instructions Recap |  |
| Slide 2 | Project/Firm Information\* | Please complete with Project name, School District, Architect Firm(s) and contact information. This slide is for TASA/TASB purposes only and will be removed for judging. |
| Slide 3 | Signature Photo\* | A single identifying photo that captures the uniqueness of this project. One image only, no text. |
| Slide 4 | Site Plan\* | Use this slide to show site plan |
| Slide 5-6 | Floor Plan*\** | Use this slide to show floor plan. Second slide is not required but can be used for multiple floors or larger projects |
| Slide 7-8 | Elevation/Section | Use this slide to show elevations or sections if necessary. |
| Slide 9 | Story Telling Text\* | Use this space to introduce the project and give general information of the scope and vision or spirit of the project. |
| Slide 10-12 | Story Telling\* | Use this space to visually introduce the project and give general information of the vision or spirit of the project. |
| Slide 13 | Design Text | Use this slide to describe the project based on the area of distinction outlined below. This slide may include text only, maximum of 500 characters. |
| Slide 14-17 | Design | Scale and relationship of spaces, use of materials, building organization and flow, adaptability and flexibility, instructional function supporting a variety of learning and teaching styles and educational appropriateness are all elements of design excellence.  Show examples of where the educational program and design goals informed the site development and facility design with an enhanced student learning experience. |
| Slide 18 | Value Text | Use this slide to describe the project based on the area of distinction outlined below. This slide may include text only, maximum of 500 characters. |
| Slide 19-22 | Value | Describe how the design and/or the design process resulted in a project of improved efficiency, flexibility, adaptability and enhance value to the campus, district and/or the community at large.  Identify specific project considerations as they relate to cost of ownership, life cycle costs, long-term cost control to preserve district funds, materials selected, construction methods used and alternative design choices that provided enhanced project value and success. |
| Slide 23 | Innovation Text | Use this slide to describe the project based on the area of distinction outlined below. This slide may include text only, maximum of 500 characters. |
| Slides 24-27 | Innovation | New and creative concepts, improved planning and design practices, small impactful design details continue to refresh and rethink the learning place.  Provide Example(s) of a design detail; and/or sustainable feature as a building learning tool; and/or a community context that celebrates connection; and/or an engaging planning process; and/or ……. that is special to this project and where planning and design enhanced the education program with an innovative approach/response. |
| Slide 28 | Community Text | Use this slide to describe the project based on the area of distinction outlined below. This slide may include text only, maximum of 500 characters. |
| Slides 29-32 | Community | Describe how the project enhances or embraces the community’s culture and diversity considering its identity, community context, sense-of-place, and/or overall purpose and importance of the facility to the community-at-large.  Describe how the project /site exhibits a clear identity and inspires a sense of belonging for the direct users and the community. |
| Slide 33 | Planning Text | Use this slide to describe the project based on the area of distinction outlined below. This slide may include text only, maximum of 500 characters. |
| Slides 34-37 | Planning | Planning is both a process and the articulation of design concepts. Describe how the project’s mission, goals, educational program, and implementation strategies informed the planning and design outcome.  Share specifics of the planning process, including participants and how the project is to achieve the educational goals of the campus, district, and community. |
| Slide 38 | Special Area Text | Use this slide to describe the project based on the area of distinction outlined below. This slide may include text only, maximum of 500 characters. |
| Slides 39-42 | Special Area: School Transformation | School Transformation redefines the learning place in its nature, shape, character and/or form in new or renovated facilities.  At this intersection of learning and space, describe by examples of how this project inspires, motivates, and transforms the learning and teaching experience for students and staff. |

***\*Content on these slides is required for all projects.***

**Important Dates**

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| **Date** | **Event** |
| June 11, 2021 | Exhibit of School Architecture Agreement/Payment Due |
| June 25, 2021 | Project Submission/Poster Due |
| September 24-26, 2021 | TxEd Con 2021, Kay Bailey Hutchison Convention, Dallas, TX |
| January 30-Feb 2, 2022 | TASA Midwinter Conference, Austin, TX |