



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 or 512.852.2121) if you have any questions.

Project Checklist

- June 7: [Exhibit of School Architecture Agreement](#)/Payment due
- June 21: Project Submission/Poster Due
 - Project Entry Form submitted ([online form](#))
 - The 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) and 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 parameters 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 21.
- Signature Photo files should be saved as "ProjectSchool_Photo" by June 21.

Jury Submission (Due June 21)

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 the Convention and 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 be left blank. Slide images may be repeated in other areas of distinction with different description emphasis.
- **Do not delete** empty slides or slide placeholders 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 ensures 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 should be included on any of the slides
 - 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 can 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.**

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	Wellness 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	Wellness	<p>Wellness is an approach that focuses on supporting the whole child. School design is known to impact student behavior, development, and academic performance.</p> <p>Share examples of how wellness strategies have been incorporated in the design of the new or renovated campus, including diverse scales and styles of learning environments, flexible furnishings, views of nature, opportunities for movement and activity, access to nourishment, safety considerations, technology-rich spaces, outdoor learning spaces, equity and inclusive design features, and overall awe inspiring features that can help activate learning, play, and reflection for children, inside and outside, during the school day. Explain how these inclusions relate to the overall educational goals of the project.</p>
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	<p>Describe how the project enhances or embraces the community's culture and diversity giving consideration to its identity, community context, sense of place, and/or overall purpose and importance of the facility to the community at large.</p> <p>Describe how the project /site exhibits a clear identity and inspires a sense of belonging for the direct users and the community. (Planning process and committee references to be submitted under the Planning Star of Distinction)</p>
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	<p>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.</p> <p>Share specifics of the planning process, including participants and how the project is to achieve the educational goals of the campus, district, and community.</p>
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, described by examples 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

Date	Event
June 7, 2024	Exhibit of School Architecture Agreement/Payment Due
June 21, 2024	Project Submission/Poster Due
September 27-29, 2024	TxEDCon 2024, Henry B. Gonzalez Convention Center, San Antonio
January 26-29, 2025	2025 TASA Midwinter Conference, Austin