



## 2023 EEA SUBMISSION CHECKLIST

- Official Entry Form
  - ☐ Does the project ready for use date or disclosure date fall within the range of ***November 1, 2019 and October 31, 2022?***
  - ☐ Do I have the signature of the Firm's Principal?
  - ☐ Do I have the signature of the Client/Owner?
- Are the costs shown on the entry form construction costs and **not** engineering fees?
- Have I uploaded a 1-page letter from the Owner/Client?
- Is the Executive Summary limited to 1 page and single-spaced?
- Is the Project Description limited to 6 pages and single-spaced, is budget information and summary included?
- Have I uploaded all documents in PDF format with the exception of the Key Participants which should be uploaded in an Excel file?
- Have I uploaded the 6 photographs? Do they have captions? (No text in actual photographs)
  - ☐ Did I upload three photographs of the completed project?
  - ☐ Did I upload three photographs of the planning, start-up, and/or construction phase of the project?
- Have I uploaded the small panel version?
- Have I uploaded the Power Point Presentation file?
- Please be sure the contact listed on the Official Entry Form will be available on **Thursday, January 26, 2023.**  
(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 uploaded supplemental report documentation?
- Have I submitted the 30"x 30" photographic panel?  
(Refer to panel located in the EEA Award section of the ACEC website for an example of general panel requirements but not panel layout. Layout panel to be determined by entering firm.)

**Note:** The EEA Online submission system will not accept credit card payment until all items on the checklist have been submitted

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For questions, please contact [Theresia Christanti](#) at 202-682-4377

