

## 2020 EEA SUBMISSION CHECKLIST

- Official Entry Form
  - Does the project ready for use date or disclosure date fall within the range of November 1, 2017 and October 31, 2019?
  - 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?
- Have I uploaded all documents in PDF format?
- Have I uploaded the 6 photographs? Do they have captions?
  - 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 16, 2020.  
(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 USB flash drive containing the submission materials?
- Have I submitted the 30"x 30" photographic panel?

**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 Daisy Nappier at ACEC on 202-347-7474 or [dnappier@acec.org](mailto:dnappier@acec.org)

