

# 2025 AIA|SB Design Awards Submission Guidelines

In recognition of individual architects and architectural firms who have made a substantial contribution in the field of architecture in our region and around the world, this award celebrates excellence in design that goes far beyond the practice of architecture. Great architecture is about creating an enduring legacy, inspiring people and enriching their lives. Innovative buildings can help shape the way we live and enable us to make the most of the limited resources we have.

AIA|SB's Design Awards reflect the values and aspirations of our region's design community while focusing on larger, even global design issues. We recognize that our members work on a variety of challenging projects of every scale. Submissions should reflect a strong sense of place, history, and purpose. We value artfully resolved design and celebrate the fact that good design offers new solutions to new challenges.

All submissions must demonstrate clarity of idea, process and execution through a combination of text, diagrams, drawings, photographs, and other illustrative materials as outlined in these submission guidelines. The Jury will rank each submission as to how it meets the criteria in Section V of this packet.

The Jury reserves the right not to make an award in any particular category. Each category may be awarded an Honor, Merit or Honorable Mention. The Jury may award multiples of the same type in any category in the case of ties among submissions.

Chapter staff shall ensure that projects remain anonymous. Please refer to AIASB's statement on Conflict of Interest included herein.

## 2025 Design Awards Committee:

Clay Aurell, AIA (Chair)  
John Margolis, AIA  
Keith Rivera, AIA  
Jolie Wah, AIA  
Dan Weber, AIA.  
Amy Tripp, AIA  
Bob Kupiec, AIA

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## 2025 AIA|SB Design Awards Submission Packet

### I. Schedule

Call for Entries: **May 20, 2025**

Early Bird Registration deadline: **July 22, 2025**

Final Registration deadline: **August 12, 2025**

Submission deadline: **September 2, 2025**, *Entries shall be uploaded / delivered no later than 9.00 PM, PDT*

Jury Convenes: **October 2025**

Design Awards Ceremony: **December 4, 2025**.

Design Awards Exhibition: **2025 Location TBC**

### II. Eligibility

Licensed architects or firms in good standing membership of AIA|SB are eligible to submit projects. Projects may be located within Santa Barbara County or worldwide. Non AIASB chapter members may submit projects as long as the submission is located in Santa Barbara County. Projects previously awarded by the AIA|SB design awards program are not eligible. Members of the 2021 Design Awards Committee who intend to submit a project for consideration are not eligible to participate in juror selection or deliberations.

### III. Entry Fees

AIA|SB Members:

Early Bird Registration **\$175** (**\$150** each additional entry,) **\$100** for entries previously submitted, but not awarded.

After July 22, 2025: **\$225** (**\$200** each additional entry,) **\$150** for entries previously submitted, but not awarded.

Non-Members: **\$270** (**\$250** each additional entry,) **\$200** for entries previously submitted, but not awarded.

**NOTE: ALL ENTRY FEES ARE NON-REFUNDABLE. Fees paid are for 2025 only and may NOT be to transferred for any future year's award's program.**

### IV. Categories

Entrants should carefully consider selecting the most appropriate category for their submission. Projects may be entered in more than one category. To enter in more than one category entrants must register the project separately in each desired category for an additional fee (as an additional entry) (i.e., Commercial Buildings and Santa Barbara Style, etc.) Once submitted, a project cannot change categories, nor can any project be substituted for another project within a category after registration.

**Submissions must be projects designed or completed within the previous 10 years (2015-2025.) Phased projects shall be entered onetime only and at the completion of their final phase.**

**Honor, Merit, and Honorable Mentions** may be recognized in the following

categories: **1. Commercial Buildings**

Excellence of design in projects of commercial, institutional or industrial uses. This category includes new buildings, substantial remodels and additions. Commercial Interiors shall be submitted under Category 7 below.

**2. Single Family Residential**

Excellence of design and construction in single family homes. This category includes new buildings and extensive remodels and, or additions (greater than 60% of the original building.) Residential Interiors shall be submitted under Category 6 below. This category may also include an Accessory Dwelling Unit (ADU) project, if the primary residence is part of the scope of work.

**3. Mixed Use and Multi-Family Residential**

Excellence of design and construction in structures containing two or more dwellings units. This category includes Mixed

Use buildings containing both residential and non-residential uses. Accessory Dwelling Unit (ADU) project shall be submitted under Category 6 below.

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### 4. Conservation: Historic Preservation, Restoration, Rehabilitation or Reconstruction

This category is open to all projects that use the Department of Interior (DOI) Standards for the care of Historic Properties; this includes: Preservation, Restoration, Rehabilitation or Reconstruction. Projects should be eligible for listing as structures of merit, landmarks and existing structures that are a minimum of fifty years old. This category may include new buildings that are part of a project that includes an historic structure as long as that historic structure is incorporated into the scope of work. Submission must demonstrate how the DOI Standards were met in the design solution.

### 5. Santa Barbara Heritage (Residential and Commercial Projects)

Projects of Santa Barbara's time-honored Spanish-Colonial Revival Architecture are eligible to submit in this category. Projects should clearly demonstrate this unique and established architectural heritage. Projects may include new, remodels, renovations or additions, and must demonstrate how the original was either enhanced or converted to Spanish Colonial Revival.

**6. Small Projects: Single Family Residential Additions, Remodels or Accessory Dwelling Units (ADU's)** The Small Projects awards category strives to elevate public awareness of the value of design that architects provide to small scale or scoped projects. Projects may include residential additions, interiors, remodels (area of work less than 60% of original building) and Accessory Dwelling Units. Small Projects up to 1,200 SF with a construction cost not to exceed \$750,000.

### 7. Commercial Interiors

Excellence of design and construction in commercial interior architecture and design. This category only includes interiors that have minor exterior scope of work; i.e. exterior window alterations or treatments to enhance the interior displays.

### 8. Proposed/Unbuilt Project

There are many projects that get left in the drawer and are not constructed for various reasons. These projects often can be compelling and innovative. Projects submitted in this category can be of any type, scale, or location, hypothetical, or a competition entry, as long as the lead design firm is located in Santa Barbara County and the project has not been constructed and there is no schedule for construction. No "In Progress" projects will be accepted.

## V. Submission/Jury Criteria

Your submission should demonstrate the follow measures of excellence:

- 1. Inspiration:** Does the project tell a story about innovative architectural design that is relevant and inspiring? Is the design well-resolved, given the stated project program? Do the materials presented articulate the ambitions of the design?
- 2. Creative Problem-Solving:** What unique problems was the project asked to address regarding: site, budget, program, materials, collaboration or context? Did it address these requirements successfully? Is the relevance and value of design thinking evident in the submission? Do the presentation materials clearly depict the program, context and organizing principles influencing the design?
- 3. Environmental Sensitivity:** Does the project exhibit serious intent to minimize negative environmental impacts and enhance the natural environment? Are metrics, narratives, diagrams, sketches or other clear evidence provided of both modeled and actual performance? This may also include project submissions in response to the COVID Pandemic.
- 4. Social Transformation/Response:** How does the project respond to its social, historical and physical context? Is it sensitive to its physical, social and historical context? Does the project improve the community in which it is situated?

Does it exemplify a commitment to enhancing livable communities?

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## VI. Submission Process

Upon registration, AIA|SB shall email entrants an entry ID (to ensure anonymity during the judging process) and a password for uploading entries to the AIASB Dropbox.

1. Submissions reviewed for compliance to the requirements in this packet. Entries shall be uploaded no later than 9.00 PM, PDT per submittal dates above.
2. Submissions organized for the Jury review.
3. Jury review of submissions.
4. Jury Selection of Awards
5. Design Awards Ceremony, December 2025
6. Design Awards Exhibition, February 2025

## VII. Submission Requirements

**Each submission shall contain the following in a single PDF file.** (see page layout thumbnails on page 5: Section VIII) **1. Entry PDF**

A single PDF document formatted 8.5”x11”, landscape format, no larger than 9 MB, a **maximum of 18** pages. **The file name of this document should be “Entry” followed by your entry category initials and ID #** (i.e. Entry-SR-707.pdf). *Please do not indicate any individual, firm, consultant, builder, owner, address, etc. in any of your entry material unless otherwise indicated.* Each entry PDF deliverable shall contain the following sections:

### **1A. Written Section**

The cover page of the document should include a signature shot of the project and may include up to three thumbnails. Page two will include a 36-word statement that tells the jury why you believe the project should be awarded. This page will also include a 252-word description of the project. Please be clear and concise. Subsequent pages may include text and thumbnail images that support the main image and project story.

### **1B. Drawing Section**

A minimum three pages which contain at least: a site/floor plan showing the project and its context, exterior elevation(s), and building section(s) sufficient to explain the solution. Include a graphic scale on all drawings. Additional drawings may be included at the discretion of the entrant, provided the 18-page maximum is not exceeded. Projects in the Interior Architecture categories may omit the Site Plan drawing

### **1C. Photographic Section**

Each entry shall include a minimum of four principal images, one image per page. This page may include smaller thumbnails that support the principal image. This section shall follow the drawing section. Additional photographic pages may be included at the discretion of the entrant, provided the 18-page maximum is not exceeded.

## **2. JPEG IMAGES**

Entrants shall submit up to five separate JPEG images at 300 DPI resolution suitable for clear projection at 1080p, but

no larger than 3 Megabytes each. These images may contain the architect/firm's name and logo, as they will not be used as part of the juried entry. Each image file shall be titled CATEGORY INITIALS-ID#\_JPG# (i.e. SR-707-JPG01.jpg). The AIA|SB retains the images for its collection and use and submission shall be considered license for use by AIA|SB.

### 3. Photography Release Form

A Photography Release Form is included in these Guidelines. A separate PDF file of the completed form(s) for that entry shall accompany each entry at the time of submission. A separate release form shall be provided for each photographer in the case of multiple photographers for a single entry. The name of this document shall be Photographer Release CATEGORY INITIALS-Entry ID#-.PDF

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### Previous Awards Jury Comments (reference only)

- *Some of the presentations could have been improved and if presented in a different way, might have been eligible for an award. A number of projects presented had maybe too casual of an approach in telling the story of the project. The crafting of the presentation is just as important as the crafting of the building design.*

### Jury Suggestions:

- *Show a complete story of the project, which includes showing enough of the project's surrounding environment*
- *Part of telling the story is two (2) fold: it's to show the context / situation in which you are operating in and to clearly define what the challenges are and how are you solving them in a creative and innovative way. Show it graphically; show it pictorially, it doesn't operate as an object in space – whether it's part of the city, or landscape or urban environment or all of these simultaneously.*
- *Don't lead out with a building plan or a site plan. Lead out with the best image you have. That communicates the aspirational aspect of a project. - Your drawings need to be more than something taken out of a BIM or CAD file. The drawings need to be reproduced (or redrawn) as presentation drawings for this compressed thumbnail presentation.*
- *Projects should be accompanied with diagrams to help the jury to understand some of the primary issues that you are resolving, like organization or proportions, nature, or special adjacencies, etc. This will help the jury get below the surface of the project and not just merely the graphical aspects. - Indicate in the narrative the challenges you were faced with, rather than just describe what you did. The jury needs to know what you are trying to solve (restrictions and requirements were and how did you solve them.)*

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### VIII. Submission Format Guidelines

<u>Example Page Format</u>	<u>Requirements for Page</u>	<u>Page</u>
All pages set in landscape orientation.	<u>Formatting of all pages except cover: Entry ID in upper right header. “2025 AIA SB Design Awards Submission” in lower right footer. Text formatting Arial, min 12 pt. Page format shall be columns of 25% and 75%, see illustrations below.</u>	<u>Count</u> <u>Min: 9</u> <u>Max: 18</u>

	<p><b>Page One: Cover</b></p> <ol style="list-style-type: none"> <li>1. Signature photograph of project.</li> <li>2. May include additional thumbnails (max 3)</li> <li>3. Entry ID</li> <li>4. Submission Category</li> </ol>	<p>Max 1 page</p>
	<p><b>Page Two: Project Description</b></p> <ol style="list-style-type: none"> <li>1. 36-word leading statement why project should be awarded.</li> <li>2. 252-word project description</li> <li>3. Thumbnail images may be included that help to illustrate project description</li> </ol>	<p>Max 1 page</p>
	<p><b>Pages Three to Five: Drawings</b></p> <ol style="list-style-type: none"> <li>1. On separate pages, include: <ol style="list-style-type: none"> <li>a. Site/Floor Plan combo (omit site plan for Interior Projects)</li> <li>b. Principal Exterior Elevations</li> <li>c. Principal Building Section</li> </ol> </li> <li>2. Text description of drawing-in the left page section</li> <li>3. Thumbnail images/details may be included in the 25% section that help to support principal drawing.</li> </ol>	<p>Min 3 pages</p> <p><i>Additional pages allowed at applicant discretion.</i></p>
	<p><b>Pages Six to Ten: Photographs</b></p> <ol style="list-style-type: none"> <li>1. One principal image</li> <li>2. Text description of principal image</li> <li>3. Thumbnail images may be included in the 25% section that help to support principal image.</li> </ol>	<p>Min 4 pages</p> <p><i>Additional pages allowed at applicant discretion.</i></p>

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### Photographic/Drawings Release Form

To Accompany Images Submitted to a Design Competition Sponsored by The American Institute of Architects including AIA National, regional, state, or local chapter.

I grant the entrant the right to submit my copyrighted images for the AIA Santa Barbara Design Awards. AIA Santa Barbara may use not more than five images from a winning entry in a presentation, at the awards ceremony, on its website or for a general press release to announce this year's award and to publicize the awards program in the future. Permission is required for any other use.

Copyright and credit line information is to appear adjacent to each image:  
For online use, credit is to include a link to the photographer website as shown below:

To license additional images or inquire about other use, contact:

Photographer or Agent:

Phone:

E-mail:

I acknowledge that all copies of the photographs submitted in connection with this entry may remain the property of AIA Santa Barbara but that all rights are reserved including the copyright and subsequent licensing to the photographs, except that which is indicated above. By submitting this Release and Submission Form, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights included in this Form and that the use or reproduction by AIA Santa Barbara as permitted shall not, to the best of my knowledge, information, and belief, infringe or violate any other rights. I agree to indemnify and hold harmless the AIA from and against all claims or damages arising out of any breach or these representations. AIA agrees to indemnify me and hold me harmless from and against all claims or damages arising out of its use of these images.

\_\_\_\_\_ Copyright Owner's  
Signature Date

Print Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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## **2025 AIA|SB Design Awards Submission Packet**

**AIASB Statement on Conflict of Interest**

Included in the 2025 AIASB DESIGN AWARDS SUBMISSION GUIDELINES package is a statement related to the purpose of the AIASB and an excerpt from the Chapter's / Component's policy on Conflict of Interest.

## **Purpose**

The Santa Barbara Chapter American Institute of Architects (AIASB) is a not-for-profit corporation organized and existing under the laws of the State of California for the purposes of conducting operations and activities as an organization eligible for tax-exempt status under Section 501(c)(6) of the Internal Revenue Code. The purpose of this Conflict of Interest policy is to protect the interest of the AIASB when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, committee chair, committee member, chief employed executive, chief employed finance executive, or other employed staff. This policy is intended to supplement but not replace any applicable federal or State of California laws governing conflict of interest applicable to nonprofit mutual benefit corporations.

## **Conflict of Interest**

A conflict of interest arises when a person in a position of authority over an organization may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.

As many of you know, the AIASB relies heavily on its Board of Directors and other local members of the Chapter / Component who donate considerable time and effort into sitting on and leading various Committees throughout the year. These people are the backbone of the many programs and tours which, in turn, expand on the foundation built by those who have helped this Chapter continue to succeed and raise the bar each and every year. This cannot be done without the help of many, and we are eternally grateful for those who are currently engaged with the Chapter and especially those who have been involved in the past. We could not be here without you. Thank You!

In order to ensure that the 2025 AIASB Design Awards Program is both transparent and fair to everyone that submits a project(s) we feel it is important for all members and/or entrants to be aware that there may be members of the Chapter and/or the Design Awards Committee that have the opportunity to submit projects each year and MAY do so this year. Therefore, the Chapter and the Design Awards Committee members shall be held to the strictest integrity around the Conflict of Interest definition above. In an attempt to assuage any concerns from other members/entrants, the Chapter and the Design Awards Committee have adopted the following best practices:

- NO member of the Chapter or Design Awards Committee that is submitting projects will participate in or be included in any Juror Meetings, Juror Deliberations, Juror Decision nor will they have any knowledge of the results prior to the Design Awards Gala in December 2025. The Design Awards Committee will elect one person from the Committee or the Chapter to work directly with the Jurors as their Liaison and point of contact during this year's Design Awards Program. This person, along with the Chapter's Executive Director and Assistant, will help facilitate the Jury process and support the Jurors for a successful Design Awards Program.
- The person identified above will support the Chapter's Executive Director and Assistant with taking in submittals from entrants, organizing the file system and managing the organization of the entrants and projects. No other member of the Chapter or Design Awards Committee will be involved with this area of the Design Awards Program to ensure sensitive information is not disclosed to ANY other member of the Chapter or Design Awards Committee.
- At times, the number of entrants will be discussed at Chapter Board Meetings by the members and/or the Design Awards Committee. The number of entrants will be the only information reported to ensure full confidentiality of the members. This number will be supplied by the Executive Director ONLY and presented to the Board at regularly scheduled Board Meetings. Minutes and Records will be kept as standard practice and will be available should anyone have a concern about what was presented at the Board Meetings.

## **2025 AIA|SB Design Awards Submission Packet**

Please note that every precaution will be taken to maintain the utmost privacy and a fair playing field for the Design Awards Program. It is our promise to our contingency to make sure that we remove any chances for a Conflict of Interest during this process.

Feel free to contact us should you have any questions.

Thank you

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