

What to Include in Your 2009 *Learning By Design* Submission
Please place items listed below in plastic sleeves in a soft binder in the following order:

1. COVER PAGE.

Include on cover page the **official** full name of the school or institution.

2. NARRATIVE.

Submit a 200-word narrative description of the project in **paragraph form** (400 words for a 2-page entry) for review by the judges. Include:

- Educational program features, including the unique aspects of your design, what the jury members should look for, what you want to emphasize about this project, what makes it different, and provide points of interest.
- Describe any unusual site considerations.
- Provide brief technical information, including type of construction, materials, and mechanical systems.

Place the one-page, single-spaced printed version of the narrative in the second plastic sleeve in the binder. **Save the electronic version of the narrative on a disk and insert it in the binder sleeve with the printed version.**

3. PHOTOGRAPHS, RENDERINGS, AND CAPTIONS.

Photos to submit for consideration by the judges: ***It is recommended that you submit at least:***

- Two (2) 8" x 10" exterior photographs or renderings of the project
- Four (4) 8" x 10" interior photographs or renderings of the project (Interior photos should include facilities, **preferably in use, to help jury members with scale.**)

Hints:

1. ***Photo quality is an important factor in the jury decision.***
2. **Include identifying captions and photo credits on the back of all photos.** Also include identifying caption on the front of the sleeve.
3. **DO NOT** place photos back to back in sleeves and do not mount them.
4. Clearly label the photos that you wish to appear on the published entry. Label as: **print 1, print 2, and print 3**, etc. on the back of the photo. Be sure to include at least one exterior photo for publication.
5. Photos will be used to color match digital photo submissions (*see No. 5 below.*)
6. A one-page entry showcases 3 photos. A two-page entry showcases 6 photos.

If you do not indicate photo preferences for publication, NSBA/Stratton will select photos to showcase the project. Please note: Any changes to the photo selections during the page layout review stage will incur an additional fee of \$100 per image replacement.

4. PLANS.

Submit a complete site plan, floor plan, and, if available, a description of the design solution for review by the judges.

- **Send original, black-and-white or color images, 8.5" x 11", no photocopies please.**
- Include plans in transparent window sleeves with a legend.

5. DIGITAL SUBMISSION INSTRUCTIONS.

Photos for publication: Digital photos are **preferred** for published entries.

Hints:

1. Digital images must be at least 300 dpi at a 5" x 7" size.
2. Submit digital images on a CD, in a Macintosh-compatible format such as an EPS, JPG, or TIFF file.
3. Digital photos for the entry should be in a separate folder on the CD labeled **PUBLISH**.
4. For a one-page entry, 3 photos should be in the **PUBLISH** folder; for a two-page entry, 6 photos should be in the folder.
5. If other photos are to be included on the CD, place them in a separate folder labeled **OTHER**.
6. Digital images are not used or accepted for review by the judges.
7. The binder photos will be used to check color accuracy of the digital file.
8. E-mail submissions are not acceptable.
9. Disks will not be returned.
10. No photos submitted should contain type (floor plans are the exception.)

6. PROJECT SUBMISSION FORM.

Put a copy of Part 3 and Part 4 of this form in a binder sleeve for consideration by the jury

- Submit two (2) completed copies of this form in its entirety (Parts 1-4) and clip them to the cover of the project submission binder.
- **Be sure to include all required signatures on Part 4.**
- All Submissions and Photos Become the Property of **NSBA/Stratton and Will Not Be Returned.**

PLEASE COMPLETE ALL SECTIONS:**1) OFFICIAL NAME OF EDUCATIONAL INSTITUTION:** _____**2) NUMBER OF PAGES:** For this project _____ page(s)

Complete a separate form for each entry. If you are entering multiple projects or projects of more than one page, you qualify for multi-page discounts (*see payment page for rates*).

3) ELECTRONIC PROOFS AND PAGE LAYOUT APPROVAL PROCESS. If your project(s) is selected for inclusion in *Learning By Design*, one final proof of the page(s) will be sent to you in advance of the April 2009 publication, to verify that all information is accurate. The proof will be sent electronically in a PDF file. Your timely response is essential. Please list the names, e-mail addresses, and phone and fax numbers of two individuals at your firm designated to approve the page proof._____
*Name of person to review page proof*_____
*E-mail address*_____
*Phone number*_____
*Fax number*_____
*Alternate name of person to review page proof*_____
*Alternate E-mail address****NOTE: PDF proofs are provided for content approval only—not for color approval!*****July 11, 2008**

Early Bird Discount Deadline

*(Earn discounts when you enter early!)***September 12, 2008**

Final Reservation Deadline

September 24, 2008

Project Binder Submission Deadline

MAIL ALL SUBMISSIONS in soft binder to:

Carrie Wood, Stratton Publishing

5285 Shawnee Road, Suite 510

Alexandria, VA 22312-2334

Submissions MUST be received no later than**September 24, 2008**

The following information will appear in the left column of the published page(s):

1) PROJECT NAME (facility/building name to appear at top of published page)

Name of educational institution

City/State

2) ARCHITECTURAL FIRM (listed at top of left-hand column on published page)

Firm name

Mailing address

City/state/ZIP

Web site

Contact at firm

Contact phone

3) OTHER FIRM (if joint project, you may add the other firm, which will appear directly below your information if space allows)

Firm name

Web site

4) DESIGN TEAM (include individuals or firms to be listed in the left column of your page(s)—either name and title of firm members or contractor name and project role; limit listings to 6 or fewer)

Name & Title or Contractor & Project Role

Name & Title or Contractor & Project Role

Name & Title or Contractor & Project Role

Name & Title or Contractor & Project Role

Name & Title or Contractor & Project Role

Name & Title or Contractor & Project Role

5) OWNER/CLIENT (to be listed in the left column of your published page(s))

Name of school district/educational institution

City/State

Name & Title (Superintendent, Headmaster, President, etc.)

Phone number of school/educational institution

Number of published pages (check one)

1-page Entry

2-page Entry

Other _____

Type of Educational Facility (check only one)

Green School Building (All green projects will be published in the Green Special Section)

Early Childhood & Elementary School

Middle School/Intermediate School

High School

Combined-level School

College/University

Specialized Educational Facility

Other School/Facility

Type of Project (check only one)

New construction

Renovation/addition/restoration

Project Category (check only one)

Administrative areas/business offices

Cafeteria/dining hall

Campus master planning

Childcare center

Dormitories/residence halls

Entire school/campus building

Green school building

Interior design

Landscape architecture/playground

Library/media center

Performing arts center

School community center/joint use facilities

School prototype plan

Sports facility/gymnasium/fitness center

Student center/union

Technology center

Vocational/industrial arts facility

Other _____

*(In addition to jury review, the following information will be listed in the left column of published page(s).
If the information requested is not available or does not apply please leave blank.)*

<p>1. Project Name (Name of school or educational institution)</p>	
<p>2. Project City/State (Use two-letter state abbreviation) Example: Alexandria, VA</p>	
<p>3. School Category Example: Elementary, Middle, High, College, etc.</p>	
<p>4. Grades Served (if applicable) Example: 6-8, post-secondary, etc.</p>	
<p>5. Capacity (Number of students/people)</p>	
<p>6. Size of Site (Acres)</p>	
<p>7. Area of Building Footprint (Square feet) Compute in accordance with American Institute of Architects Document D101</p>	
<p>8. Volume of Building (Cubic feet) Compute in accordance with American Institute of Architects Document D101</p>	
<p>9. Space per Student (Square feet) Compute from items 5 and 7</p>	
<p>10. Cost per Student Compute from items 5 and 12</p>	\$
<p>11. Square Foot Cost Compute from items 7 and 12</p>	\$
<p>12. Cost of Construction Exclusive of land, landscaping, fees, and furniture</p>	\$
<p>13. Total Project Cost Including land, building, landscaping fees, furniture, and equipment</p>	\$
<p>14. Contract Date</p>	
<p>15. Completion Date</p>	
<p>16. Percent of Completion If project is complete, enter 100%. If project is incomplete, please indicate percent of completion.</p>	%

1. PHOTO RELEASE.

Name of school/educational institution _____

Location of project (City/State) _____

Please provide information on the following photos to be published (2-3 word captions & photo credits, if applicable)

PHOTO 1 Caption _____ Photo Credit _____

PHOTO 2 Caption _____ Photo Credit _____

PHOTO 3 Caption _____ Photo Credit _____

Additional photo information for 2-page entries:**(for entries larger than 2-pages, please attach a separate sheet and list captions and photo credits)**

PHOTO 4 Caption _____ Photo Credit _____

PHOTO 5 Caption _____ Photo Credit _____

PHOTO 6 Caption _____ Photo Credit _____

NSBA/Stratton have my (our) permission to: Print photos in *Learning By Design*; display photos on the *Learning By Design* Web site; send photos electronically to jury members; display panels at NSBA's Annual Conference; print in ASBJ or LBD, and any related publications; display panels at affiliate organization conferences; print photos on NSBA and *Learning By Design* marketing materials, i.e. brochures, awards, call for entries, etc; display photos on the National Clearinghouse for Educational Facilities Web site; display photos on CEFPI Web site. Any other use will require separate permission.

MUST CHECK ONE BOX BELOW AND SIGN:

- By submitting this entry, I warrant that I/firm **own the copyright interests** for the enclosed photographs and text and that we license them to the publisher to be used in *Learning By Design* and in all subsequent reprint formats and documents related to *Learning By Design* as listed above.
- By submitting this entry, I warrant that I/firm **do not own the copyright interests** for the enclosed photographs and text **but have received/obtained permission from the owner/photographer** who has granted license to the publisher for use in *Learning By Design* and in all subsequent reprint formats and documents related to *Learning By Design* as listed above.

2. SUBMISSION AUTHORIZATION. Indicate your approval and authorization of your submission:

By signing below, I certify that to the best of my knowledge and belief, the project submitted for inclusion in *Learning By Design* complies with applicable building codes and regulations and all firms associated with the project authorize this submission and agree with the information provided.

Name _____

Company _____

Street Address _____

City/State/ZIP _____

Phone _____ E-mail address _____

*****Signature of authorized firm representative:** _____

LEARNING BY DESIGN 2009 FEES & PAYMENT FORM

Fill out one payment form per Firm. Include total page count for all projects submitted.

Firm Name: _____

FEES:

- **Entry Fees must be prepaid.** Fees are to cover the cost of judging and production. If you submit multiple entries or multiple pages in a single submission, total fees are for total page count as outlined below. Special discounts apply for entries submitted and prepaid by the Early Bird Deadline of July 13, 2007.

TOTAL PAGES/ ENTRIES SUBMITTED	BEST VALUE! Postmarked by Early Bird Deadline July 11	Postmarked by Submission Deadline September 24
1 Page	\$2,115 per page	\$2,350 pp
2 Pages	\$1,975 per page	\$2,150 pp
3 Pages	\$1,835 per page	\$1,950 pp
4 Pages	\$1,725 per page	\$1,885 pp

- **Cancellation Fee:** All fees except for a \$100 processing fee per project will be refunded for projects cancelled/withdrawn by September 24, 2008. No refunds for entries cancelled/withdrawn after September 24, 2008.
- **Image Changes:** \$100 per image replacement for changes requested after first page layout.

Total page(s) count for all projects submitted _____ pages @ \$_____ per page (see chart above)

Total amount paid: \$ _____

Entry Fee—Please indicate on this form how you plan to pay. (Check one)

- Paid with Early Bird Reservation
- Check enclosed, payable to **Stratton Publishing & Marketing Inc. (Fed Tax ID #54-1579723)**
- Credit Card Payment \$ _____

(Check one) MasterCard Visa

Card Number _____

Expiration Date _____

Cardholder's Name _____

Address _____

City _____ State _____ ZIP _____

Authorized Signature _____

If you have any questions, please contact Carrie Wood at Stratton Publishing: 703-914-9200 x 25.

Return this page with your 4-part Form to:

**LBD 2009/Stratton Publishing
5285 Shawnee Road, Suite 510
Alexandria, VA 22312-2334
703/914-9200
Fax: 703/914-6777
Web site: www.learningbydesign.biz**