

## 2019-20 Final State Entry Awards Committee Checklist

Project title: \_\_\_\_\_

Project location: \_\_\_\_\_ Location is NOT in MN

Firm name: \_\_\_\_\_

Reviewer's name: \_\_\_\_\_

Please put a check mark in each box for the following on every project you review:

Copy of **Signed Entry Form**

Signed by owner/client

Signed by engineer

**Client/Owner Letter** describing the relationship the client/owner had with the entrant

One-page **Executive Summary** – 1" margins, minimum 12 pt. font describing problem and solution – required format: Microsoft Word

Five-page (max) **Project Description** – 1" margins, minimum 12 pt. font describing:

Role of entrant's firm

Role of other consultants participating in project

Original or innovative application of new or existing techniques

Future value to engineering profession and perception by the public

Social, economic, or sustainable development considerations

Complexity

Exceeding owner/client needs (include total budgeted costs, total actual cost, entrant's portion of budgeted costs, entrant's portion of actual cost, schedule, and actual date of completion)

Six high-quality digital **Images/Graphics**

**Banquet photo**

**PowerPoint file** – 6 graphics/images

**Description of images** (50 words max for each) – required format: Microsoft Word

500 words (or less) **Jury Statement** – required format: Microsoft Word

Includes photo order

125 Words (or less) **Awards Banquet Description** – required format: Microsoft Word

In 2019-20 we will be recording the following stats for the awards program. Please complete where applicable.

Industry Partner/Market \_\_\_\_\_

Clients \_\_\_\_\_ # \_\_\_\_\_

Category \_\_\_\_\_ New technologies \_\_\_\_\_

List any issue/s with the project below:

\_\_\_\_\_  
\_\_\_\_\_