

# Indianapolis HOME



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## DESIGN AWARDS ENTRANT:

Thank you for your interest in the 2009 *Indianapolis Monthly Home* Design Awards presented by the Art Institute of Indianapolis.

This submission packet includes:

- General Information
- Instructions and Entry Requirements
- Entry Form
- Category Page
- Project Description Form
- Concept Statement Form
- Source Information Form
- Publicity Release Form
- Checklist

New this year! Suggestions from past judges for assembling a winning submission, on page 3.

Entries with completed submission packets must be received by *Indianapolis Monthly Home* no later than **Monday, June 8, 2009, 5 pm**. You may mail or hand-deliver submissions to the office.

Submissions should be addressed to:

*Indianapolis Monthly Home*  
2009 Design Awards  
40 Monument Circle  
Suite 100  
Indianapolis, IN 46204

For questions or further information, contact Megan Fernandez, Editor, at 317-684-8340 or email [mfernandez@indymonthly.emmis.com](mailto:mfernandez@indymonthly.emmis.com).

We look forward to seeing your work!

Megan Fernandez, Editor

Allison Edwards, Art Director

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## GENERAL INFORMATION

The 2009 *Indianapolis Monthly Home* Design Awards presented by the Art Institute of Indianapolis have been established to recognize outstanding interior design projects by professional designers and talented non-professionals in seven independently judged categories:

**Category #1 Overall Home:** main living spaces, kitchen and at least one bedroom

**Category #2 Singular Space:** part of a larger residence (bedroom, living room, etc.) *(not part of a project submitted in another category)*

**Category #3 Kitchen over \$50,000** *(not part of a project submitted in another category)*

**Category #4 Kitchen under \$50,000** *(not part of a project submitted in another category)*

**Category #5 Bath** *(not part of a project submitted in another category)*

**Category #6 Outdoor Living Space**

**Category #7 Living Space by a Non-professional**

## ELIGIBILITY

With the exception of the non-professional category, participants must be individuals or members of a design team engaged in the practice of home building, architecture or interior design. At least 50 percent of the design team must be professional designers. Firm names as well as team members will be recognized.

Each entry must represent a permanent installation completed no earlier than January 1, 2007.

**Projects already showcased publicly are not eligible.** This includes model homes, tour homes (such as Home-a-Rama, Decorators Showhouse, and *Indianapolis Monthly* Dream Home), and projects shown in an editorial format or on television. Please contact us if you have a question about a project's eligibility.

Each entry must be approved by the homeowner and available for photography by *Indianapolis Monthly Home* between **July 1 and August 1, 2009**.

## JUDGING

All entries will be reviewed by a panel of residential-space designers from the Cincinnati area. Judges will make every effort to give one award and honorable mention in each category; however, awards will not be given in a category if the quality of work does not warrant a winner. Each category must receive at least two entries to be valid. The decision of the judges is final, and the publishers of *Indianapolis Monthly Home* assume no responsibility for the judges' decision.

All entries will be judged on the following criteria:

- Scale and proportion
- Appropriate design solution
- Functional use of space
- Relationship of materials, textures and pattern
- Creative use of space
- Color composition
- Innovation
- Effective use of lighting



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## INSTRUCTIONS AND ENTRY REQUIREMENTS

Entries must fulfill the requirements of this submission packet, listed below. Omission of any required material may result in disqualification of entry. All materials should be typed or clearly printed.

## SUBMISSION PACKETS

A completed submission packet must accompany each entry. Submission packets become the property of *Indianapolis Monthly Home* and may not be returned, with the exception of any professionally photographed prints.

*We will remove names, company name, or other identifying info from any materials where it is not requested. If the identification cannot be removed, we will not submit the material with the entry.*

Please provide and/or review the following information:

1. **Entry Form** (2 pages)
2. **Category Page:** Mark the category that you are entering.
3. **Project Description Form:** Write a descriptive overview of the scope of the project, which may be used in conjunction with announcing the results of the contest. *Do not reveal the firm name or identifying information.* **Judges' Tips:** Clarify any budget challenges and how your budget was used. Non-professional entrants should indicate whether they handled the remodeling or only the decorating.
4. **Concept Statement Form:** Write a statement covering your goals, the clients' wishes, design challenges, design solutions and unique aspects of the project. *Do not reveal the firm name or identifying information.*
5. **Floor Plans:** Provide a floor plan(s) of each project, reduced but legible. All plans must be on 8 1/2" x 11" sheets. *Remove all project or firm identification.*
6. **Photographs:** Provide a minimum of three views/details for each room, printed on or attached to 8 1/2" x 11" sheets. Remove all project or firm identification from photos. Submit actual photographs. Do not include slides or disks. **Judges' Tips:** An overwhelming number of photos detracts from an entry. Eliminate redundant photos. Submit "before" shots of a remodel or renovation.
7. **Source Information Form:** Provide information regarding sources used in the project. Submit one form per photograph. Make copies as needed.
8. **Publicity Release Form:** All photographs and drawings in the submission packets must be cleared by the Submitting Designer, Homeowner and complete design team. *Indianapolis Monthly Home* assumes no responsibility for copyright or photographic fees for submitted work. Information for awards and publicity purposes may be taken from this form.
9. **Checklist:** Sign and date completed checklist.

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## ENTRY FORM

Submission Deadline: **Monday, June 8, 2009, by 5 p.m.**

Entry fee for each submission is \$50 for all professional categories.

Make checks payable to *Indianapolis Monthly* or complete the following information:

VISA       MasterCard       American Express

Name on card \_\_\_\_\_

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Please type or clearly print information related to the project and the design team. List names exactly as you would want them to appear in publication: i.e., is it The Acme Design Firm or Acme Design Firm, Inc.? Richard Smith or Rich Smith? Be consistent in your phrasing from page to page.

The Contact Person is the office representative who can answer questions about this entry packet.

Assign a project name even if the homeowner wishes to remain anonymous.

Project Name \_\_\_\_\_

Submitting Designer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Firm Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Email Address for Contact Person \_\_\_\_\_

Phone Number(s) for Contact Person office \_\_\_\_\_ cell \_\_\_\_\_

Tax ID# (*for professional categories only*) \_\_\_\_\_

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## ENTRY FORM continued

### TEAM

Please print or type the names of all parties involved in the design.

Homeowner \_\_\_\_\_

Interior Designer \_\_\_\_\_

Interior Designer \_\_\_\_\_

Interior Designer \_\_\_\_\_

Interior Designer \_\_\_\_\_

Interior Designer \_\_\_\_\_

Interior Designer \_\_\_\_\_

Interior Designer \_\_\_\_\_

Architect \_\_\_\_\_

Builder \_\_\_\_\_

Space Planner \_\_\_\_\_

Other(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REQUIRED SIGNATURES

I (we) understand the policies and procedures established and agree to comply with all requirements.

As Submitting Designer of the entered project, I agree to allow the publishers of *Indianapolis Monthly Home* to photograph and publish my work and my name without compensation.

Submitting Designer \_\_\_\_\_

Date \_\_\_\_\_

Homeowner \_\_\_\_\_

Date \_\_\_\_\_

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## CATEGORY PAGE

Mark the category for this entry only.

- Category #1**  
**Overall Home:** includes main living spaces, kitchen, at least one bedroom, and at least one bathroom.
- Category #2**  
**Singular Space:** part of a larger residence (bedroom, living room, etc.)  
*(not part of a project submitted in another category)*
- Category #3**  
**Kitchen over \$50,000**  
*(not part of a project submitted in another category)*
- Category #4**  
**Kitchen under \$50,000**  
*(not part of a project submitted in another category)*
- Category #5**  
**Bath**  
*(not part of a project submitted in another category)*
- Category #6**  
**Outdoor Living Space**  
*(not part of a project submitted in another category)*
- Category #7**  
**Living Space by a Non-professional**

Total Square Footage of Project \_\_\_\_\_

Check one of the following:

- New Construction
- Renovation to Existing Construction





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**SOURCE INFORMATION FORM**

Include this source information for each room submitted.

ROOM \_\_\_\_\_  
\_\_\_\_\_

FURNITURE \_\_\_\_\_  
\_\_\_\_\_

FABRICS \_\_\_\_\_  
\_\_\_\_\_

CARPET/RUGS \_\_\_\_\_  
\_\_\_\_\_

FLOORING \_\_\_\_\_  
\_\_\_\_\_

WALLCOVERINGS \_\_\_\_\_  
\_\_\_\_\_

LIGHTING \_\_\_\_\_  
\_\_\_\_\_

MILLWORK/CABINETY \_\_\_\_\_  
\_\_\_\_\_

ARTWORK \_\_\_\_\_  
\_\_\_\_\_

SPECIAL (window treatments, accessories, floral arrangements, etc.) \_\_\_\_\_  
\_\_\_\_\_

OTHER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## PUBLICITY RELEASE FORM

Should an entry receive an award, credits will be taken from this form. Accuracy is essential. Please type or clearly print.

By making this project submission, Submitting Designer hereby agrees that all information contained on this form is correct and complete. Any errors or omissions are the sole responsibility of the Submitting Designer. *Indianapolis Monthly Home* cannot be responsible for any incorrect information supplied.

The Submitting Designer certifies that the Homeowner has given permission to publish the information submitted for publicity purposes. He/she further certifies that permission has been granted for photography and information as required.

By signing below, each Submitting Designer confirms that the design concept, as submitted, was created solely by the Submitting Designer without assistance from any other person except persons engaged or employed by the Submitting Designer.

CATEGORY ENTRY \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

Designer Name/Title \_\_\_\_\_

Designer Name/Title \_\_\_\_\_

Designer Name/Title \_\_\_\_\_

Designer Name/Title \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## CHECKLIST

Have you...

- Read the general information?
- Read the instructions and entry requirements?
- Completed and included the entry application form?
- Completed and included the category page?
- Completed and included the project description form?
- Completed and included the concept statement form?
- Completed and included the publicity release form?
- Provided a copy of the floor plan?
- Provided a minimum of three photographs for each room?
- Completed and included a source information form for each room?
- Enclosed payment?
- Planned to return your packet to *Indianapolis Monthly Home* no later than Monday, June 8, 2009, by 5 pm?

For questions or further information, contact:

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