

2014 Call for Entries

Submission Deadline: January 11, 2014

The Tours Committee is a volunteer effort that works to educate the public about the profession of architecture through guided tours of significant projects in the Atlanta area. The tours generally run from 2 p.m. to 5 p.m. on the third Saturday of each month, from April through November/December. Past tours have had an attendance of up to 100 people or more and offer an excellent opportunity for local practices to both gain exposure and feedback from the public.

Benefits of Selected Projects on Tour Series:

- **Leverage** publicity on AIA Atlanta website, social media outlets, E-blasts, monthly Tours e-newsletter, commercials, magazines/publications, annual AIA Atlanta publication, etc.
- **Connect** directly with other design professionals in the industry
- **Engage** AIA members, students, and the general public about the importance of architecture and design
- **Promote** your project and firm or facility to future clients more easily
- **Earn** AIA CEU and/or LEED CMP from your tour (if applicable) *Note: Firm or facility is responsible for creating learning objectives 4-6 weeks prior to the selected tour date in order to be eligible

The Committee strives to have a well-rounded Tour Series with a variety of building types as well as, installations and other design efforts geared towards placemaking/spacemaking. **Past tours have highlighted adaptive reuse, green architecture, state-of-the-art technology, and historic preservation to name a few. We are currently seeking entries in the following areas:**

1. Completed Projects (must be completed by tour date to be considered "completed", otherwise it will fall within "under-construction" tour)
2. Under Construction Projects (in conjunction with the USGBC Atlanta chapter)
3. Manufacturing Facilities
4. Design Installations

NOTE: All firms are required to obtain approval from the building owner to open the facility to tour participants PRIOR to submitting project(s). After a project is selected the firm must confirm the selected tour date with the owner. The presenting firms are responsible for guiding the tours with at least three staff members present throughout the three-hour time period. Projects of any type and size may be submitted to the Committee for consideration.

All submissions need to provide the following basic information. Submission Requirements:

1. Provide information in the form of a press release:
 - Project name
 - Project address
 - Project description
 - Project photos (3-5 photos) *attach good quality 300 resolution photos to email
 - Firm Name, website, and main contact person *attach company logo to email
2. Provide any dates/times available to do the tour. These dates must be approved by building owner PRIOR to submission.
3. List four (4) things that attendees can gain from each project submitted.
4. List of consultants and vendors for the project.

Firms can submit up to three (3) projects for consideration. Send all electronic submissions to Attn: AIA ATL Tours Committee by mail to Victoria Major at AIA Atlanta Office 113 Peachtree Street, Atlanta, GA 30303 or via email Victoria@aiaatl.org. Call for submissions begin on November 04, 2013 and runs thru January 11, 2014. Please use '**AIA ATL 2014 Tour Series Submission**' in the subject line.

The Tours Committee will meet in January to review all submissions and select up to (10) entries for the upcoming Tour Series. All firms will be notified of the status of their submission before the end of the year.

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