Developing your entry takes time and effort; however, most entrants realize many benefits from entering the competition. ACEC Colorado staff members are available to answer your questions and assist you at 303.832.2200 or email@acec-co.org.

Early Preparation (it is never too early to start)
- Be aware of your firm's potential projects that could be candidates for the awards competition. Discuss with your company any special projects that your firm may want to enter.
- Keep in mind these rating guidelines:
  o Unique qualities and/or innovative applications of new or existing techniques
  o Future value to the engineering profession and enhanced public awareness/enthusiasm of the role of engineering
  o Social, economic, and sustainable design considerations
  o Complexity
  o Successful fulfillment of client/owner needs
- Document the progress of a project with photos from start to finish.
- Start early to avoid rush charges for outsourcing expenses.

Photographs
- Submit up to six photographs of the completed project.
- Consider using a professional photographer.
- Submit high-resolution photos per entry rules, since photos will be projected onto a large screen for awards presentation.
- Include people in your photos when possible.
- Use creative photo placement and design on your digital panel.

Writing Copy
- Follow the judging criteria when writing your copy for project description and digital panel.
- Carefully address the specific issues for which your entry will be judged, since judging is based on the contents of both the photographic digital panel and online material submitted.
- Use an interview process to develop your project description text and make sure that all criteria is addressed.
- Ask non-technical people to review the copy to make sure it is understandable and use layman's terms.
- Use a professional freelance writer, if you have staff resource limitations.
- Proofread! Ask others to proofread! Then, proofread again, using different fonts, sizes and starting points.
- Request an example of a past winner's project description by sending an email to email@acec-co.org

Layout & Design
- Gather all your information: photos, sketches, written copy, line drawings, etc.
- Make sure your project board is an attention-getter.
- Use a storyboard to develop your digital panel layout.
- Use the "Checklist" to ensure all the basic requirements are met.
- Do a rough layout and final layout.
- A 1"(h) x30"(w) space free of text or images, other than background graphics/color scheme, across the bottom.

Photographic Digital Panel Text & Fonts

- 30"x30" digital project display in JPEG and PDF (no printed project boards required)
- A maximum of 250 words (excluding captions).
- Vary your font styles, colors and sizes between the heading and body text to create an element of interest; however, avoid using too many (i.e., more than three) font types, sizes or colors. Be sure to meet the requirements for minimum font sizes as specified.
- Make sure that your type style is easy to read and is not lost in the copy.
- Use up to six photos/graphics – high resolution images, include required photo credit as embedded text.
- Allow enough space in your digital panel arrangement so that it does not appear crowded.
- Use "white space" or "negative areas" to improve a busy layout.
- Do not include QR codes.
- Visit https://acec-co.org/engineering-excellence-awards/ to view last year's project boards (linked as each project name)