



## **AIA OKLAHOMA 2010 HONOR AWARDS PROGRAM**

Commencing this year AIA Oklahoma will recognize individuals and organizations within and outside the profession of architecture who share its commitment to the quality of life in Oklahoma. The AIA Oklahoma Honors Program will recognize exceptional members in several categories and distinguished Oklahoma architectural educators and writers for leadership and achievement.

### **NOMINATION PROCEDURES**

- All AIA Oklahoma chapters and members are invited and encouraged to submit nominations to the Honor Awards Committee. There is no limit to how many years a nominee may be submitted for an award. Recipient may receive a specific award/honor only once. Awards are not given posthumously.
- Only current members of AIA Oklahoma and its chapters may sponsor a nominee. Nominees must be current members in good standing.
- **All nominations MUST be submitted on a CD using PowerPoint and MUST include a high resolution digital image of the nominee in jpeg format.**
- Nomination forms and information are available on the AIA Oklahoma website at [www.aiaok.org](http://www.aiaok.org).
- The Lifetime Achievement Award are submitted via CD using PowerPoint which includes a written Letter of Recommendation and a completed nomination form.
- Persons preparing the nomination forms may adapt them for their own computers, as long as the general format and information are retained.
- Each nomination submitted must follow the guidelines and material limits and must be submitted on a CD using PowerPoint. Include materials that specifically meet the criteria stated. Do not include additional, non-related information – more is not better!
- **Each submittal is to have a CD** with a maximum of 15 slides in PowerPoint format that support the nomination. The images will be used in the awards production. There is no limit to the number of images that may be contained per slide.

- 1) At least one high-resolution photograph of the nominee, minimum 300 dpi, and at a minimum size of 4 x 6 inches. If nominee is an organization, include high resolution images of logo, or other image that represents the organization.
- 2) 3-5 other images that represent the work/service of the nominee, exhibits that support the nomination. For example, if nominated for community service, include images of candidate or the project in actions; can be articles or other printed materials written about the project, all saved on the CD.

- Copies of the winning submittals will be kept in AIA Oklahoma archives.
- **All submittals must be submitted via CD.**

**Sponsor/Chapter Contact:** The Contact is the person who prepared the nomination portfolio and who will shepherd the award recipient through the entire process, including obtaining tickets for the award event. This contact person will work with the AIA Oklahoma staff liaison during the notification process, in planning for the awards ceremony, and onsite at the appropriate venue.

#### **SUBMISSION DEADLINE**

**All nominations must be received in the AIA Oklahoma office no later than  
4:00 p.m. on Friday, October 1, 2010.**

**Nominations shall be sent to:** Jan Loftis, Executive Director  
AIA Oklahoma  
6301 N. Western, Suite 120  
Oklahoma City, OK 73118

Please direct questions regarding submissions or procedures to Jan at:

Telephone: 405.810.8809  
Fax: 405.840.5730  
E-mail: [janloftis@coxinet.net](mailto:janloftis@coxinet.net)

#### **Selection and Notification**

The members of the AIA Oklahoma Honor Awards Committee will choose all Honor Award recipients following careful examination of submissions. **All award recipients will receive notification of their selection *before* their names are formally announced at the AIA Oklahoma Annual Convention each November.**

- AIA Oklahoma staff will notify Chapter Contacts of the committee selections.
- **The names of the award recipients shall not be released publicly before the AIA Oklahoma Annual Convention.**

- ALL award recipients must be informed of their selection by the chapter contact/president, ***within two weeks of receiving notification from AIA Oklahoma.***
- A congratulatory letter from the AIA Oklahoma president will be mailed to each award recipient.
- Honor Awards recipients are invited to the Friday awards luncheon ceremony during the AIA Oklahoma Annual Convention.

### **Award Presentation**

The awards will be presented at the Friday awards luncheon to be held on Friday, November 5, 2010, at the AIA Oklahoma Annual Convention in Stillwater. Special keynote speaker at this year's awards luncheon will be General Tommy Franks (ret).

### **Questions?**

Please do not hesitate to contact the AIA Oklahoma office at 405.810.8809.

revised 8/23/10



2010 AIA OKLAHOMA HONOR AWARDS – Nomination Form

Indicate the Category of Nomination:

- AIA Oklahoma Award for Outstanding Educational Contributions
- AIA Oklahoma Award for Community Service
- AIA Oklahoma Young Professional Achievement Award
- AIA Oklahoma Distinguished Service Award
- AIA Oklahoma Lifetime Achievement Award

**Nominee's Full Name:** \_\_\_\_\_

\_\_\_\_\_  
**Nominee's Firm/Organization Name**

\_\_\_\_\_  
**Mailing Address**

**Telephone:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

If Nominee is a Firm or Organization, provide the Contact name and position, phone and E-mail:

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

**Nominating Sponsor is:**  an AIA Member       an AIA Chapter

Name and Chapter of Sponsor: \_\_\_\_\_

Contact Info: \_\_\_\_\_  
Individual/Firm/Mailing Address

Telephone and Email: \_\_\_\_\_

*Signature* of Sponsor \_\_\_\_\_

Name of person preparing nomination packet: \_\_\_\_\_  
*(if different from nominating sponsor; please print)*

Phone and E-mail: \_\_\_\_\_

Is nominee aware of this submittal for an AIA Oklahoma Honor Award? \_\_\_\_\_ Yes \_\_\_ No

In addition to the Nomination Form, please refer to the Award Category requirements.