

2012 Annual Awards Program

**CALL FOR ENTRIES FOR  
STUDENT WORK**

**RECOGNIZING EXCELLENCE IN LANDSCAPE ARCHITECTURE**

The BSLA seeks to recognize excellence in the diverse practices of our members. To that end, all members are encouraged to submit their best work for review by the program jury. Projects should reflect the careful stewardship, wise planning, and artful design of our cultural and natural environment, demonstrate excellence and merit recognition in one or more of the following areas:

- Exemplary Social, Cultural, Educational, or Environmental Significance
- Outstanding Quality, Craftsmanship, Creativity, or Artistry
- Unique and Innovative Technologies, Techniques, or Concepts
- Advancement of the Public's Awareness and Perception of the Field of Landscape Architecture

**LANDSCAPE ARCHITECTURAL STUDENT WORK CATEGORY:**

The Landscape Architectural Student Work category recognizes academic achievements by students performed in an educational framework as part of coursework or internships credited toward a degree in Landscape Architecture, Regional Planning, or Urban Design.

Submitted projects may be site-specific design projects, master planning, regional planning, environmental planning, conservation, or historic preservation planning cultural landscape reports, landscape architectural communications, research into innovative techniques, technologies, history, or theory, or other academic projects related to the field of landscape architecture.

**AWARD CRITERIA:**

The jury will consider the quality of the design, analysis and planning, communications, or research effort; Factors to be assessed include environmental sensitivity and sustainable approaches; innovation and creativity of solutions; site specific appropriateness of the solution; exemplary communication of the process, ideas and recommendations; and demonstration of design value and benefit to the client, the public, and/or the profession.

**RECOGNITION LEVELS:**

**Student Award of Excellence:** Each year the Juries may select one Student entry that represents an outstanding project by a member Student or student group. This award may include a \$300 grant.

**Honor Award for Student Work:** An award recognizing superior accomplishment achieved within an educational framework. Multiple Honor Awards may be given.

**Merit Award for Student Work:** An award recognizing exemplary accomplishment achieved within an educational framework. Multiple Merit awards may be given.

**ENTRY ELIGIBILITY:**

The Boston Society of Landscape Architects Awards Program for Student Work is open to submittals of work performed by students enrolled in an accredited landscape architecture program within the BSLA Chapter area of Massachusetts, New Hampshire, and Maine, and to students residing in the BSLA Chapter area but enrolled in an accredited program outside of the chapter area.

Submitted projects must have been done in an educational framework as part of coursework or internships credited toward a degree in Landscape Architecture. Entries may be submitted by individual students or by studio classes or student project teams, but only one award per project may be made. For team projects, the

Entry may be made by the Studio class or with all members of the project team listed and recognized, but a team project may not be submitted by an individual team member for individual recognition.

Submittals may be made after the student(s) has graduated from the program, but must be made within two years of the completion of the work.

Please note that the BSLA awards program is only able to evaluate and recognize work by students at the Student level, and is unable to evaluate student work to bestow recognition of teaching achievements by educators at the Professional level.

## **SUBMITTAL ENTRY PROCESS:**

Submittal Entry is a two-part process.

- A. Submit on-line entry form <http://www.bslaweb.org/awards.htm> on the BSLA website by **3 p.m., Friday, February 10, 2012** and pay invoice by **3 p.m., Wed., Feb. 15, 2012**.
- B. Submit package of hard copy entry materials to the BSLA Chapter Office and upload Power Point file to <http://bslaweb.org/awardsupload.php> by **3 p.m., Wednesday, February 15, 2012**.

## **A. ON-LINE ENTRY FORM - PROJECT AND TEAM DATA**

The link to the Awards Entry Form can be found on the BSLA website Awards page at <http://www.bslaweb.org/awards.htm>

**Complete the electronic Entry Form on the BSLA website by 3 pm, Friday, February 10, 2012.** The BSLA will begin to confirm entries starting February 6 by emailing your Entry Form in electronic format for use as described below. You will receive a receipt of your entry by the end of day on Monday February 13<sup>th</sup> at which point you will also be issued an alphanumeric entry code for each project entered. (S-01, S-02, etc.) You must use this code to identify your project as described in the submittal package format.

You will also receive an electronic invoice for each project to be submitted, as well as an electronic copy of your Entry Form. Copies of your completed Entry Form are to be included in the Submittal Package for each project.

The on-line Entry Form cannot be returned to and edited, so please have your information prepared prior to starting the on-line process.

Fee for each **Student Work submittal** is \$30. Fees shall be paid by credit card or by check by the Submittal due date/time. Checks shall be payable to the Boston Society of Landscape Architects. The fee will not be refunded for any reason.

**Payment of the Submittal Invoice must be received by 3 p.m., Wednesday, Feb. 15, 2012.**

## **B. SUBMITTAL PACKAGE FORMAT**

Note that there are different Calls for Entries with different requirements for each entry Category. This Call for Entries applies to **Student Work** submissions only.

Submittals are comprised of three parts: Part 1-Jury Packets (4 copies required), Part 2 – Administration Packets (2 copies required), and Part 3 – Power Point File (upload required.)

Submit all reports and envelopes for each part of the entry submittal as described below in one labeled large envelope or delivery box. Please use paper envelopes and packaging only.

### **Compliance with submittal format requirements:**

Submittals which are not in compliance with the requirements outlined in this Call for Entries may be disqualified and not be reviewed by the Jury. Entry fees will not be refunded for disqualified entries. **Student Work** submittals in Landscape Analysis and Planning Category submittals (ie; a report) are NOT required to be anonymous. All other submittals of **Student Work are required to be anonymous**.

## **PART 1: JURY PACKETS**

Individual Jury Packets containing the printed material for all submittals will be distributed to each member of the Jury several weeks prior to the deliberations for review and assessment of the projects.

## **SUBMISSION FORMAT REQUIREMENTS**

**Project Name:**

The Project Name and alphanumeric code (ex. P-01) as assigned by the BSLA office on the Jury Submittal Packets, and all project references in the Submittal must exactly match the Project Name provided on the Entry Form.

**Quantity:** Provide four (4) Jury Packets for each project submitted.

**Packaging:**

Place all materials for each Jury Packet in appropriately sized unsealed plain paper envelopes, with the Alphanumeric Code, (ex. S-01), Project Name, Location, and submittal category labeled on the envelope front. For large, thick, or multiple-document studies which do not fit into a large envelope, secure the Executive Summary and the Descriptive Statement inside the front cover of each study with a paper clip.

**JURY PACKET CONTENTS:**

Each of the 4 labeled Jury Packet envelopes shall include the following items as described below:

- I. Executive Summary
- II. Descriptive Statement
- III. Subject Project Document(s), Printed Graphics, or electronic media (see Options as appropriate to the project type.)

**I. EXECUTIVE SUMMARY**

The Executive Summary of the project shall succinctly summarize the nature of the project in one paragraph of no more than 100 words. The Executive Summary shall be text only (no images), printed on one 8½" x 11" sheet. The heading of the sheet shall include the project name, location, and submittal category '**Student Work**'. This summary will be used to introduce the project during the Jury deliberations, and if the project is awarded, may be used during the Awards presentation and on the BSLA website.

**II. DESCRIPTIVE STATEMENT**

Provide a Descriptive Statement of up to 2 pages, single-sided 8½"x11" size sheets, formatted into clear bulleted paragraphs as described below. The Statement shall be text only, with no images. Text shall be an easily readable font, margins ¾ inch or larger. The Descriptive Statement is to be provided in hard copy in each Jury Packet.

- A. Project Data:** Project size, project budgets, as applicable.
- B. Purpose of the project:** Its program requirements and scope, existing conditions and the project's relationship to its context.
- C. Project Description:** Describe the project approach, design philosophy and the project's relationship to its context. For planning projects, describe methods of analysis, consideration of options, and how data was collected and analyzed.
- D. Project's Significance:** What makes this project noteworthy and deserving of recognition? Examples are qualities such as innovative approach to sustainable design; a unique public involvement process; uncommon design approaches; special factors such as extreme budgetary constraints, other unusual problems encountered; the project's breadth of impact on the community as a catalyst for change; or the project's positive reflection on the public's perception of the profession.

**III. SUBMITTAL SUBJECT**

Due to the range of student work possible, the materials to be submitted are to be based on the format of the work submitted. See the options below describing appropriate format to be submitted for your project type. For all formats, because submitted materials must be distributable to individual jurors via FedEx delivery, no mounted boards, rolled plans/graphics, or any material which is larger than a Large size FedEx box will be distributed for review in advance. Such materials will only be reviewed during the Jury Deliberations.

**III. OPTION A: BOUND REPORTS AND MASTER PLANS:**

For projects produced in bound report or master plan format, in each Jury packet, provide one complete hardcopy of the particular study/document which is the subject of the submittal. Digital submittals of entire planning entries in lieu of hardcopies will NOT be accepted.

For studies/reports which are size 8.5" x 11" or larger, no loose additional material may be submitted which is larger than the subject document unless it can be folded to fit within the subject document.

### **III. OPTION B: DESIGN PROJECT PRINTED GRAPHICS**

For site-specific design projects, provide **up to ten pages** of printed graphics depicting the project. All pages must be single-sided letter-size (8.5"x11") sheets. Each sheet may contain 1 or 2 images/plans, for a maximum of 20 images/plans. At minimum, provide the following as printed graphics:

- A. At least one Existing Conditions Plan and at least one Full Site Design Plan of the project.
- B. Provide at least one original/existing conditions photograph or rendering, and at least one proposed final condition rendering.
- C. Remaining graphics shall include photographs, context plans, historical photographs and plans, detail plans, diagrams, unique detailing, renderings, etc., as appropriate to fully explain the project. Ensure that the project photos/renderings can be easily related to the plans.
- D. On each graphics sheet, provide a label of not more than 10 words identifying each image to aid in relating the image to the plans. (e.g. 'Existing Conditions Plan'; 'View from porch to garden'; etc.)

### **III. OPTION C: NON-PRINT COMMUNICATIONS PROJECTS**

For submittals which are websites, videos, film, audio files, and all other non-print Communications submittals, in each Jury packet, provide a compact disc or DVD containing easily reviewable files of the subject, provide the website address if applicable, and provide **up to ten pages** of printed graphics of representative web page views, single-sided letter-size (8.5"x11") sheets.

## **PART 2: ADMINISTRATION PACKETS**

Administration Packets are for BSLA office use only and will not be reviewed by the Jury.

**Quantity:** Provide **two (2) Administration Packets** for each project, each containing:

- **Hard copy of Entry Form** (Project and Team Data) completed on the BSLA website and returned to you by e-mail.
- **Hard copy of the Executive Summary**
- **Hard copy of the Descriptive Statement**
- **Hard copy of PowerPoint slideshow of the submitted images**

**Packaging:** Place the material for each individual Administration Packet in unsealed plain paper envelopes, no larger than 10" x 13", with the words 'Administration Packet' and the Project Alphanumeric Code (example: P-01) assigned with entry by BSLA office, Name, Location, and Category labeled on the front of each of the 2 envelopes. For projects requested to be returned, include pre-paid self-addressed FedEx form in one of the packets.

## **PART 3: POWERPOINT FILE**

Upload a Power Point file as described below in section A. at the following web address:  
<http://bslaweb.org/awardsupload.php>

You will be able to browse for the file and hit the upload button. Once the file is uploaded you will see a pop-up message telling you the file has been uploaded successfully.

You may upload either a .ppt or a .pptx format only. Be sure to reduce the file size prior to uploading. Help with reducing ppt files can be found in the FAQ on the bsla.org webpage.

### **A. PowerPoint of the Images**

Provide a simple PowerPoint slideshow, with NO animation, with each submitted image as a single slide. Also provide a title slide which shall include only the Project Name and Location in white text on a black

background. As a footer on each slide, provide a label of not more than 10 words identifying each image to aid in relating the image to the plans. (e.g. 'Existing Conditions Plan'; 'View from porch to garden'; etc.)

In the event the project receives an award, a slideshow of images of awarded projects will be projected at the BSLA Gala. Selected images may be used on the BSLA website and, with permission and with full credit to the landscape architects and photographers where named, may be used on other BSLA promotional materials or provided to news media as deemed appropriate by the BSLA to publicize the practice of landscape architecture.

Entrants are responsible for clearing with their photographers the use of submitted photographs for the BSLA website, and/or publication and reproduction by the BSLA. If applicable, the Entrant must provide the BSLA with photographers' names as part of the design team listings. The BSLA will provide proper photography credit when using photos for publication, but will not include copyrights or specific credits on the website except as a listing under the design team for the award winning entries. The BSLA will not assume responsibility for any copyright licenses or photography fees.

### **RETURN OF SUBMITTAL MATERIALS:**

The BSLA retains one full copy of each submission, but the Entrant may request to have any other submittal materials remaining after the completion of jury deliberations returned.

If the entrant wishes to have materials returned, a self-addressed Fed-Ex slip with account number must be included with the submittal. Please note, however, that due to time constraints, returns may not be made until early May, after the BSLA Gala.

The Awards Committee is unable to arrange for any return method other than Fed-Ex.

### **SCHEDULE:**

**Entry Forms** must be submitted on-line, on the BSLA website, by **3 p.m., Friday, February 10, 2012.**

**Payment of the Submittal Invoice** by check or credit card must be received by the Chapter Office by **3 p.m., Wednesday, February 15, 2012.**

**Submittal Packages Deadline:** All hard copy packages and Power Point uploads must be received by the BSLA Chapter Office or uploaded by **3 p.m., Wednesday, February 15, 2012.**

#### **Hard copy portions of Submittal Delivery address:**

Attn: Awards  
Boston Society of Landscape Architects  
19 Harrison Street  
Framingham, MA 01702-2313

tel 508.620.5018 e-mail: [ChapterOffice@bslaweb.org](mailto:ChapterOffice@bslaweb.org)

#### **Power Point Upload address:**

<http://bslaweb.org/awardsupload.php>

**No late submissions will be accepted, for any reason, including weather related delays.**

**JURY CONVENES: Saturday, March 17, 2012.**

Notification of Jury award selections will be made to winning entrants via e-mail March 19-21, 2012.

Non-winning entrants will be notified by e-mail on or after March 21, 2012.

### **AWARDS PRESENTATION:**

The presentation of Awards will be made as part of the Annual BSLA Gala to be held Thursday, April 26, 2012.

For answers to likely questions regarding the submittal format, and for some helpful guidelines for preparing your submittal, please see the link for the separate Frequently Asked Questions PDF on the **Awards** tab on the BSLA website. [www.BSLAweb.org](http://www.BSLAweb.org)

Remaining questions regarding format or eligibility may be forwarded via e-mail to the Awards Committee Co-chairs. Please contact Kaki Martin at [kaki@klopfmartin.com](mailto:kaki@klopfmartin.com) or Allison Crosbie at [allcrosbie@hotmail.com](mailto:allcrosbie@hotmail.com).