

## **Thomas Jefferson Awards for Public Architecture**

The following materials should be uploaded as a single PDF file smaller than 6 MB in the order listed.

### **Category One – not to exceed 24 pages**

1. A one-page nomination letter by the AIA member, group of members, component, or Knowledge Community that summarizes the contributions made
2. A biography of the nominee, not to exceed two pages, including a list of offices, positions, honors, publications, and presentations that relate to the purpose of the award
3. A one-page statement of contributions that illustrates the effect of the work
4. Exhibits of a maximum of 15 pages with images and/or drawings that represent one to five projects relating to the purpose of the award
5. Five one-page letters of support that are explicit in their recommendation and contain specific reasons for support (the one page letter is to be written on company letterhead containing an original or electronic signature)

### **Category Two – not to exceed 27 pages**

1. A one-page nomination letter by the AIA member, group of members, component, or Knowledge Community that summarizes the contributions made
2. A biography of the nominee or history of the agency, not to exceed two pages, including a list of offices, positions, honors, publications, and presentations that relate to the purpose of the award
3. A one-page statement of contributions that illustrates the effectiveness of the architect within the agency or organization
4. Exhibits of a maximum of 15 pages with images and/or drawings that represent one to five projects relating to the purpose of the award
5. Exhibits of a maximum of three publications that relate to the purpose of the award, i.e., design guidelines, professional services procurement systems, etc.
6. Five one-page letters of support that are explicit in their recommendation and contain specific reasons for support (the one page letter is to be written on company letterhead containing an original or electronic signature)

### **Category Three – not to exceed 27 pages**

1. A one-page nomination letter by the AIA member, group of members, component, or Knowledge Community that summarizes the contributions made
2. A biography of the nominee, not to exceed two pages, including a list of offices, positions, honors, publications, and presentations that may relate to the purpose of the award
3. A statement of contributions, not to exceed four pages, specifically supporting advocacy for design excellence in public architecture
4. Exhibits to illustrate and support the nomination including articles, clippings, etc. not to exceed 15 pages
5. Five one-page letters of support that are explicit in their recommendation and contain specific reasons for support (the one page letter is to be written on company letterhead containing an original or electronic signature)