

ACEC LOUISIANA

2026 ENGINEERING EXCELLENCE AWARDS

2026 EEA SUBMISSION CHECKLIST:

- ☐ Official Entry Form
 - Does the project ready for use date or disclosure date fall within the range of August 1, 2023 and August 31, 2026?
 - Do I have the signature of the Firm's Principal?
 - Do I have the signature of the Client/Owner?
- ☐ Are the costs shown on the entry form construction costs and not engineering fees?
- ☐ Have I uploaded a 1-page letter from the Owner/Client?
- ☐ Is the Executive Summary limited to 1 page and single-spaced?
- ☐ Is the Project Description limited to 6 pages and single-spaced?
- ☐ Have I uploaded all documents in PDF format?
- ☐ Have I uploaded the 6 photographs? Do they have captions? (No text on photographs*)
 - Did I upload three photographs of the completed project?
 - Did I upload three photographs of the planning, start-up, and/or construction phase of the project?
- ☐ Have I uploaded an eight (8) slide PowerPoint Presentation contains: One (1) title slide that must include Firm Name, Client, Project Name, Project Location, and Project Category. Include the Firm, Client, EEA logos, followed by: Six (6) slides which include photos 1 through 6 (same photos as Item #6; Refer to Call for Entries on PowerPoint Presentation section), and captions for each photo. Do not include caption/text on the photo. One (1) additional slide that contains the photographic display panel. A sample PowerPoint presentation is downloadable from the ACEC website.
- ☐ Have I uploaded the small panel version?
- ☐ If this is a Category A submission, have I uploaded supplemental report documentation?
- ☐ Have I submitted the signed entry form, check and 30"x30" photographic panel to ACECL?

NOTE: The EEA Online submission system will not accept credit card payment until all items on the checklist have been submitted!