

# COMPILING YOUR ENTRY Checklist

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## 1. DESIGN PROBLEM STATEMENT:

In 800 words or less, describe:



- 1) The purpose of the project;
- 2) Role of the designer;
- 3) Special factors (obstacles, construction techniques, special client desires or demands, budget constraints, etc.).

**Please note:** This statement of the design problem and solution is the only clue that the judges will have as to the client's requirements, and the reasons for your solution. Please take the time to note aspects of the project over which you may have had little or no control, such as other contractors or existing construction.

## 2. LANDSCAPE PLAN:



This copy should contain base information including: north arrow, remaining existing vegetation, existing structures, property lines, work limit lines and setback requirements.

Plan must also include: numbered directional arrows showing where each "after" photograph was taken; with photos numbered to correspond to this plan. This plan file should be fully rendered to best present your project submission. **Plans MUST reflect the finished project.**

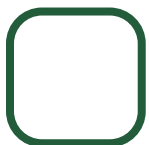
## 3. PLANTING PLAN:



Provide a planting plan file at a level of detail which properly reflects the finished project. This plan must be readable to the judges.

**REMOVE ALL COMPANY IDENTIFICATION FROM ALL DRAWINGS.**

## 4. PHOTOS:



A maximum of eight (8) color or black and white photos representing different views of the finished project will be allowed, numbered to correspond with the numbered arrows on the design plan, as stated above. Additional photos will be removed from the entry at random.

One of the photos should show an "overall" view of the project when possible. "Before" shots are optional and very helpful to the judges. Up to four "before" photos will be accepted in addition to the eight "after" photos. Where projects are in close proximity to existing structures, one or more photos should show the relationship of the landscaping to these existing structures (house, cabana, etc.).

Digitally altered photos are not permitted. Images deemed by the LINLA Awards Committee to have been altered will subject the entry to disqualification.

**Please note:** Projects entering the "**Residence**" categories ONLY may submit up to 12 color or black and white photos representing different views of the project. Additionally up to four "before" photos will be accepted in addition to the 12 "after" photos.

## 5. IMAGE DESCRIPTION:



Please Provide a Description for each Image. [Limit these to under 50 words]

**There must be NO COMPANY IDENTIFICATION in the Descriptions.**

## 6. IMAGE AUTHORIZATION:



All images must be cleared for publication. You may use your own form or the Image Release template provided. You do not have to submit these forms, but be prepared to provide them if needed.

# DEADLINE

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**All entries MUST be complete and submitted to the portal on or before;**

**FRIDAY, DECEMBER 1, 2023**

If all the requirements described in Steps 1–6 are not met, the entry will be considered incomplete and therefore will not be judged, and the entry fee will not be refunded.

If you need clarification as to any of these requirements please contact the LINLA office at 516-249-0545 or [Info@LINLA.org](mailto:Info@LINLA.org).

# JUDGING

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All awards are determined based on a 100-point scoring system. Points are awarded by a judging panel that is comprised of industry professionals from various regions of the United States. Projects are judged based on appearance, degree of difficulty, execution of design and other category specific criteria. Entries are judged anonymously and do not compete against each other; they are judged on their own merit.

Awards will be granted solely at the discretion of the judges. Awards may not be given in all categories if they do not meet the judging criteria.