



EEA Submission Checklist

Please refer to ACEC/MO's 2025 Call for Entries for additional information on the following items:

- Official Entry Form –
 - Does the project ready for use date or disclosure date fall within the range of November 1, 2022 and October 31, 2024?
 - Do I have all the required signatures?
- 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, is budget information and summary included?
- Have I uploaded all the documents in PDF format, with the exception of the Key Participants and Media List, which should be uploaded in and Excel file?
- Have I uploaded the Key Participants list?
- Have I uploaded the 6 different photographs and their captions?
 - 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 the Media list?
- Have I uploaded the PowerPoint Presentation file?
- Have I included as many quantifiable outcomes as feasible to accurately portray the narrative of this project? For example, data points related to energy savings, number of people impacted by the project, etc.
- If this is a Category A submission, have I uploaded the supplemental report?
- Have I submitted the USB flash drive containing the submission materials?
- Have I submitted the Entry Fee of \$450?

All materials must be submitted online by **Wednesday, October 23, 2024**. Firms must meet the above requirements in order to be judged. Send USB flash drive with all the items submitted online to: ACEC Missouri, Attn: EEA Competition, 3432 W. Truman Boulevard, Suite 110, Jefferson City, MO 65109 -- Questions: Contact [Dawn Danison](#) at (573) 634-4080.

