

# ACEC Missouri

AMERICAN COUNCIL OF ENGINEERING COMPANIES OF MISSOURI

## 2024 EEA Electronic Project Submittal Checklist

Please refer to ACEC/MO's 2024 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, 2021 and October 31, 2023?
  - 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?
- Is the Key Participants list included?
- Have I uploaded all documents in PDF format?
- Have I uploaded the 6 photographs? Do they have 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 Power Point Presentation file?
- If this is a Category A submission, have I uploaded supplemental report documentation?
- Have I submitted the USB flash drive containing the submission materials?
- Entry Fee of \$450.

All materials must be submitted online by **Tuesday, October 24, 2023**. 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 or email at [DawnHill@acecmo.org](mailto:DawnHill@acecmo.org)