

# AIA DALLAS TOUR OF HOMES

## 2016 SELECTION CRITERIA AND RULES

Welcome to the 2016 AIA Dallas Tour of Homes. As Dallas expands and its urban density increases, the variety of housing solutions continues to evolve.

This year's Tour of Homes Committee will strive to showcase the variety of residential work available in Dallas, with offerings ranging from multi-family developments to single-family construction to historical restorations and renovations.

The focus of this tour will be to highlight unique design solutions, while emphasizing the importance of working with an architect to achieve a high level of creative, personal results.

Home Tour Selection Criteria (but not limited to):

- Completed application
- Unique design solutions, quality of craftsmanship, innovative use of materials, relationship between architect/builder/owner. Sustainable design is not a requirement but is considered a plus.
- Current site plan
- Logical feasibility for tour, including but not limited to:
  - Access to project (location within the Dallas area)
  - Circulation route (how the public will navigate through the space)
  - Available parking
  - Location in relation to the other homes on the tour
  - Signed owner agreement

## AIA DALLAS TOUR OF HOMES RULES

1. Eligibility and authorship: It is the intention of the Home Tour Committee and the AIA Executive Committee that the tour showcase the architectural designs of registered Dallas architects who are members of AIA and demonstrate the value of using an architect. While we know that a firm operates as a team, the project submitted for the tour must be the direct work of the registered architect, or work closely supervised and directed by the firm principal who is a registered architect. Therefore, all entries must be submitted by individuals or firm principals who are registered architects and current members of AIA Dallas.  
\*If applicant is not a current AIA member of AIA Dallas, an entry can still be submitted with a \$50 entry fee. If the home is selected to be on the tour, the applicant has until July 01, 2016 to become an AIA member. Otherwise, the home will be dropped from the tour. Please contact AIA Dallas at 214-742-3242 for information on membership.
2. Accuracy: Information submitted in this application may be used in tour publications if project is selected; thoughtful and appropriate answers should be submitted at this time.

3. Project Completion: If the project is under construction, it must be substantially completed by June 1, 2016. Projects not substantially complete (as defined per AIA document A201) by June 1, 2016, may be dropped from the Tour. Preference will be given to houses that are furnished and occupied.
4. Entry Deadline: Application submissions must be delivered to AIA Dallas by 5pm, Monday, March 14, 2016. No late or incomplete entries will be accepted.
5. Project Visits: Each project must be available for viewing by the Home Tour committee between the dates of March 21st and March 31st. These site visits will take place following the application deadline during a two week review period. The committee will schedule the respective time and date however, the architect will be responsible for coordinating with the home owner to view the home and confirm the scheduled time and date.
6. Final Selections: Tour homes should be announced by April 11th, 2016. If your project is selected, a representative from your firm is required to be a contact for the committee to provide further information and instructions pertaining to the tour.
7. Multiple submissions: Multiple homes may be submitted from any one firm or applicant.
8. Upon selection for the Tour, each architect will be required to fill out a questionnaire about the project and submit agreements from the owner. In the questionnaire all project participants must be listed such as, but not limited to, contractor, landscape architect, interior designer and developer. If the project is located within a neighborhood association and/or gated community, the association must give written authorization for the tour. A list of subcontractors and vendors associated with the home must be provided by the architect, builder, and/or owner.
9. The architect or representative from the architect's firm must be in the home during tour hours.

MEDIA:

10. Owners and architects must be available for media coverage and photography prior to the tour. Every attempt to give advance notice will be made. The identification of the owners will be withheld from publication if requested. AIA Dallas strives to obtain any and all media outlets for thorough coverage of the tour. All homes must be made available for photography and all architects available for interviews.
11. Sponsorship: No materials or representation may be displayed in the home without paid sponsorship. This includes the builders, subcontractors, installers, the owner's place of business or affiliation, realtors, interior designers, etc. Architects, builders, and owners are expected to assist in the procurement of sponsors for their homes.
12. Disqualification: The Home Tour Committee reserves the right to disqualify any selected architect and home if the above rules are not adhered to at any time.
13. Final photography is due to AIA Dallas by July 01, 2016.

# AIA DALLAS TOUR OF HOMES

## APPLICATION

Please provide sufficient time to review the application and provide information as required.

Applications are due to AIA Dallas by 5pm, Monday March 14, 2016.

ALL REQUIRED MATERIAL MUST BE SUBMITTED DIGITALLY AS ONE PACKAGE UPON APPLICATION.

NO LATE ENTRIES ACCEPTED.

Please email files to Lorie Hahl at [lhahl@aiadallas.org](mailto:lhahl@aiadallas.org).

AIA Dallas, 1909 Woodall Rodgers Frwy, Suite 100, Dallas, Texas 75201. (214)742-3242.

FIRM NAME \_\_\_\_\_

FIRM ADDRESS \_\_\_\_\_

PROJECT ARCHITECT \_\_\_\_\_

PROJECT DESIGN TEAM \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ WEB ADDRESS \_\_\_\_\_

FIRM CONTACT \_\_\_\_\_

DAY PHONE \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

PROJECT TYPE (please circle)    New Construction    Historical Restoration    Renovation / Addition    Single-Family    Multi-Family

SQ FOOTAGE \_\_\_\_\_

YEAR OF COMPLETION \_\_\_\_\_

Substantial Completion as of June 1<sup>st</sup>, 2016 (please circle)    YES    NO

If under construction, please indicate percentage of completion as of today's date. \_\_\_\_\_

OWNER'S NAME(S) \_\_\_\_\_

(Owner names will be withheld in publications if requested)

OWNER'S PHONE NUMBER(S) \_\_\_\_\_

OWNER'S EMAIL ADDRESS(S) \_\_\_\_\_

OWNER'S CONSENT (please circle)    YES    NO

(At time of submission, please indicate if owner has agreed to open his/her home for the Tour. The owner's consent must be granted for final consideration of your home by the Selection Committee.)

## ENTRANT'S SIGNATURE

The entrant is an AIA Dallas registered architect in good standing and agrees to be bound by the terms of the AIA Code of Ethics and represents by submitting this entry that the information provided about the house, including attribution of the contribution of others, is factual to best of the entrant's knowledge. The entrant further agrees that the information submitted is subject to verification and that the decision of AIA Dallas Tour of Homes Committee is final.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

## APPLICATION CHECKLIST

Project application must include all of the following to be considered.

- Completed application
- A one page, brief synopsis (150 word maximum) that describes the project and why the project meets the Home Tour Selection criterion.
- Current site plan and floor plan(s)
- Photographs of key areas in and around the home (5 to 10 high-quality/resolution images)
- Any renderings and/or other media that would help to convey the design intent
- Please email files to lhahnl@aiadallas.org using Hightail, Dropbox, or another file sharing program.