

## ***Submission Requirements***

### ***Submission Procedures***

Submissions must be completed, and received before 4:00 PM, February 9, 2018

All submissions must be sent to:

HALIFAX REGIONAL MUNICIPALITY  
PO BOX 1749  
HALIFAX, NOVA SCOTIA  
CANADA B3J 3A5

to the Attention:

Halifax Urban Design Awards

### ***Entry Fee***

An entry of \$300 plus GST/HST must accompany each submission. Please make cheque payable to the Halifax Regional Municipality.

### ***Format***

Each entry is to be submitted electronically by email or by CD/DVD ROM or USB Key. The following information must be provided and combined in this order into a single PDF document saved as the project name:

- **Participant Identification Form.**
- **Summary Sheet** - A one-page description of the project that includes a statement of the problem and its goals, size, and cost, if applicable.
- **Media statement** - A 100-word maximum description crafted for website postings and media campaigns.
- **Project Proposal Report** - This is the opportunity for the team to provide a narrative and tell the "story" of the project. In other-words the genesis of the project, how did it come to be what it is in the submission. The team can combine text, sketches, drawings and photos in a report format of no more than 15 pages.
- **Publication Release Form**
- **Disclaimer and Declaration Form**
- **Key List of Images** - the Key List of Images should include image file name, a brief description and photographer credits where applicable for each image provided.