



# 2019 Excellence in Construction Awards

## Submission Timeline

It's time to prepare for your 2019 Entries!

### **Fall 2018 -- for 2019 Award Entry**

- ✓ Complete 2018 STEP Application - find link on [abckeystone.org](http://abckeystone.org).  
*STEP membership is a scoring factor in ABC Chapter and National EIC Awards.*
- ✓ Review list of projects that are finishing by December 31, 2018.
- ✓ Determine projects that are likely candidates for award submission.
- ✓ Capture in-progress photos.
- ✓ Perform updated interviews with project manager.
- ✓ Take photos of completed projects before winter weather sets in.

View a video recording of the "Insider's Guide to EIC Entries" seminar at [abckeystone.org](http://abckeystone.org).

### **Winter 2018-19**

- ✓ Notify project team(s) their projects may be submitted and to forward requested information to you.
- ✓ Safety – collect Toolbox Talk documentation.
- ✓ Obtain reference letters.
- ✓ Look for 2019 Entry Form in the "Excellence Awards" section of [abckeystone.org](http://abckeystone.org).
- ✓ **Attend the "Insider's Guide to EIC Entries" seminar on February 14, 2019.**

### **Spring 2019**

- ✓ Determine final list of projects to submit that meet award criteria (i.e. completion date).
- ✓ Start compiling information gathered during the year into a draft submission.
- ✓ Develop checklist of award requirements to determine items still needed (sample provided at [abckeystone.org](http://abckeystone.org)).
- ✓ Obtain a copy of your AQC Contractor certificate from ABC National.
- ✓ Complete Project Narrative no later than 3 weeks prior to submission deadline.
- ✓ **Complete an "Intent to Submit" form per project and return to [michele@abckeystone.org](mailto:michele@abckeystone.org).**  
- - Due April 19, 2019 - -

### **June 2019**

- ✓ **Submit entries via Dropbox and finalize payment to ABC Keystone. Due June 7, 2019.**

### **August 2019**

- ✓ Receive notification of awards results from ABC Keystone.
- ✓ Determine award acceptors for Excellence and Merit Award winning entries. Due September 6, 2019.

### **September 2019**

- ✓ Register award acceptors and additional guests for the Awards Gala; invite project owners, project managers, and project design professionals who worked on the project with you.

### **October 2019**

- ✓ Attend the Awards Gala for 2019 Entries.
- ✓ Publicize and highlight your company's award winning projects. Review the PR Kit on [abckeystone.org](http://abckeystone.org).

⇒ *Keep an eye out for ABC National Excellence in Construction Awards materials.  
Take a break and start thinking about next year's projects!*