



2020 Excellence in Construction Awards

Submission Timeline

It's time to prepare for your 2020 Entries!

Fall 2019 - for 2020 Award Entry

- ✓ Complete 2019 STEP Application - find link on 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, 2020.
- ✓ 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.

Winter 2019-20

- ✓ 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 2020 Entry Form in the "Excellence Awards" section of abckeystone.org.
- ✓ **Attend the "Insider's Guide to EIC Entries" seminar on February 12, 2020.**

Spring 2020

- ✓ 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).
- ✓ Obtain a copy of your AQC Contractor certificate from ABC National.
- ✓ **Complete an "Intent to Submit" form per project and return to michele@abckeystone.org.**
- Due April 17, 2020 -

June 2020

- ✓ **Submit entries via Dropbox and finalize payment to ABC Keystone.**
- Due June 5, 2020.

August 2020

- ✓ Receive notification of awards results from ABC Keystone.
- ✓ Determine award acceptors for Excellence and Merit Award winning entries. **Due September 11, 2020.**

September 2020

- ✓ 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.

November 2020

- ✓ Attend the Awards Gala for 2020 Entries.
- ✓ Publicize and highlight your company's award winning projects. Review the PR Kit on 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!*