

2019

TORONTO URBAN DESIGN AWARDS

SMALL OPEN SPACES SUBMISSION PACKAGE





TORONTO URBAN DESIGN AWARDS

SUBMISSION REQUIREMENTS

To enter a project for consideration in the 2019 Toronto Urban Design Awards program, review and complete the information listed below.

Use the Submission Checklist to ensure your package is complete.

A. Two Printed and Mounted Presentation Boards

Entrants may present their project using any graphic or photographic technique that best illustrate its merits. The City of Toronto will not accept models, but will accept photographs of models.

Present materials mounted horizontally on two unframed, 280 x 432mm (11" x 17") rigid boards. All the project information and images should be on one side of the board. The back of the board should only contain the board number (1 or 2).

The project title and address should appear on the front. Boards should not display the names of the project team members (architects, landscape architects, designers, or artists), **it should be anonymous**.

B. One Printed and Mounted Credit Board (formatted on TUDA category-specific template)

Entrants are to provide a complete project and team credit list formatted on the TUDA template provided below, mounted vertically on one, unframed, 108 x 280mm (4.25" x 11") rigid board. The credit board will be displayed next to the two horizontal Presentation Boards, described in requirement A, for the submission exhibit at City Hall.

Team Credits

Please note that providing accurate and complete project credits is the full responsibility of the applicant. The City of Toronto will not verify the completeness of the team credits. The credits submitted will be those which appear on potential award certificates and all other printed/published material. The credits provided on the Credit Board must match credits on the Official Spreadsheet.

Photo Credits

Please include photo credits for images used on presentation boards.

C. USB or CD-ROM (Labeled with project title, address/site, and submission category)

Entrants are to provide one PC-compatible USB or CD-ROM containing the following:

1. Images (All images must be AODA compliant)
 - Up to six individual images that best illustrate the merits of the project and are suitable for print reproduction (.jpg or .tiff format with 300dpi).
Note: it is recommended that at least one image demonstrates the contextual fit of the project. All images should focus primarily on the urban design merits of the project.
2. Completed and Signed Official Entry Form
3. Digital copy of the Presentation Boards and Credit Board (High Resolution PDF -300 dpi/CMYK)
4. Completed Official Spreadsheet - **[click here to download the file](#)**
The spreadsheet contains information about your project and major contributors. Please note that providing accurate and complete project credits is the full responsibility of the applicant. The City of Toronto will not verify the completeness of the team credits. The credits submitted will be those which appear on potential award certificates and all other printed/published material.
It contains:
 - Applicant Information: Submitted by; Telephone, E-mail; Address;
 - Project Information: Project Title; Project Completion Date; address/site;
 - Project Team: Firm Name / Professionals; Professional Designation (i.e. urban designer, architect, landscape architect, designer, artist, etc.);
 - Developer/Owner/Client;
 - Images: Image Name; Photographer, Description;
 - Description Text: maximum 150 word description that outlines the project and emphasizes its urban design merit (refer to evaluation criteria for key considerations).



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SUBMISSION REQUIREMENTS

D. Printed Entry Form and Cheque

Entrants are to print and sign the Official Entry Form and provide payment by cheque only.

City of Toronto staff must receive your submission no later than 12:00 P.M., NOON
Monday, April 29, 2019.

Hand deliver entries to:
City of Toronto Urban Design Awards
City Planning, Urban Design
Attn: Maaja Eichfuss-Clarke
19th floor, East Tower, City Hall
100 Queen Street West
Toronto, ON M5H 2N2



TORONTO URBAN DESIGN AWARDS

OFFICIAL ENTRY FORM

1. PROJECT INFO

Category:

Date Project Completed (yyyy-mm-dd):

Project Title:

Project Address/Site:

2. APPLICANT INFORMATION

Business/Professionals:

Private Individual:

Submitter Name (First, Last):

Telephone Number:

Email:

Address (Street Number, Street Name, Suite/Unit Number):

City or Town:

Province:

Postal Code:

3. ENTRY FEE

\$100.00 for each project (Cheque payable to "Treasurer, City of Toronto." Do not send cash.)

4. SUBMISSION INSTRUCTIONS

Place a printed copy of this completed entry form (signed and dated) inside an unmarked envelope and attach to the back of the first 11x17 presentation board. Save an electronic copy of this completed entry form on the submission USB or CD-ROM. All submitted materials will be retained by the City of Toronto and will not be returned to you. The City may use and reproduce the submission materials in exhibits, presentations or other communications, publications, advertising and promotions related to the Toronto Urban Design Awards program. By submitting an entry, you agree to abide by the contest rules available detailed in the Submission Requirements.

City of Toronto staff must receive your complete submission package no later than Monday, April 29, 2019 at 12:00 P.M. NOON.

Hand deliver entries to:

City of Toronto Urban Design Awards

City Planning, Urban Design

Attn: Maaja Eichfuss-Clarke

19th floor, East Tower, City Hall

100 Queen St. West

Toronto, ON M5H 2N2

Applicant Signature:

Date (yyyy-mm-dd):

City Planning collects personal information on this form under the legal authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, 136(c) and the City of Toronto By-law No.832-1999. The information is used to administer the application process, to contact the applicants, if required and for use in promotional materials, and the City of Toronto website concerning the Toronto Urban Design Awards program. Questions about this collection can be directed to Urban Design, 19th Floor East Tower, City Hall, 100 Queen Street West, Toronto, ON M5H 2N2, or 416-338-5518



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SUBMISSION CHECKLIST

Use this checklist to ensure your submission package is complete.

- Two Presentation Boards (11" x 17", horizontal format) Printed and Mounted
- One Credit Board (4.25" x 11", vertical format on template provided) Printed and Mounted
- One PC-compatible USB or CD-ROM (containing: official spreadsheet [Excel file], images, completed official entry form)
- \$100 Entry Fee (cheque payable to "Treasurer, City of Toronto" included in unmarked envelope attached to back of Presentation Board 1)
- Completed Official Entry Form (signed, dated and attached in unmarked envelope to back of Presentation Board 1)

SMALL OPEN SPACES

Project Title

Address/Site

Project Team
Firm/Name(s)

Developer/Owner/Client
General Contractor
Firm/Name(s)
