**2025 Architecture Tour Application**

*Deadline January 31, 2025*



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**2025 AIA Architecture Tour- Saturday, April 12th | 1:00 – 5:00 p.m.**

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**THIS FORM SHOULD BE COMPLETED BY THE ARCHITECT**

**Architect Name:**

**Firm Name:**

**Firm Address:**

**Phone:** **Email: Cell Phone:**

**Project Name:**

**Project Address:**

**Project City, State, Zip:**

**Project Type:**  Commercial  Residential

  New  Rehabilitation/Restoration

It is the goal of the 2025 Tour Committee to select a variety of residential, commercial and historic preservation projects for the tour.

**Owner’s Name:**

**Owner’s Address:**

**Owner’s City, State, Zip:**

**Owner’s Email:**

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**IMPORTANT INFORMATION FOR THE ARCHITECT:**

I understand that as the architect of the project, we are the point of contact between the owner and AIA.

 Our point of contact for AIA will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 I understand that someone from our firm MUST BE PRESENT on each shift during the tour.

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 I understand that our firm is responsible for providing the volunteers needed to safely and securely staff the

 project during the tour. Generally this is 4-5 volunteers per shift BUT this number will be determined during

 a site visit and meeting with the owner, architect and AIA. AIA will provide a volunteer for each shift to sell

 tickets. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Eligibility and Authorship: Submissions must be designed by licensed Architects and /or firms holding a

Certificate of Authority with the Oklahoma Board of Architects. I certify that my firm holds a COA with the Board of Architects to practice Architecture in the State of Oklahoma. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accuracy: Information submitted in this application will be used in Tour publications if the project is

 selected; thoughtful and appropriate answers should be submitted at this time. I certify that the information

 included in the application is correct and these details can be used in the tour brochure and media releases

 if my project is selected. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Project Completion: **Projects must be 100% complete by March 15, 2025.** My project is / or will be

 100% complete by March 15, 2025. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Project visits: Each project must be available for viewing by the selection committee. These site visits will

take place between February 10-14. I agree to work with the committee and coordinate the site visit with the owner. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Shuttles: No shuttles will be used for the Tour. It is a self-guided tour therefore adequate parking needs to

 be available for tour participants. I certify that there is adequate parking for the guests on the 2022 AIA

 Architecture Tour. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Sponsorship: The AIA Architecture Tour is a community awareness event for AIA Central Oklahoma as well

 as a fundraising event for the chapter. No materials or representation may be displayed in the location

 without paid sponsorship, except by the Owner and Architect for the project. \_\_\_ (initial)

Multiple Submissions: A maximum of two locations may be submitted from any one firm.

Entry Deadline: Please email or send a link to the application to melissa@aiacoc.org no later than 5pm on

 January 31, 2025.

 Disqualification: I understand that the Tour Committee reserves the right to disqualify any selected Architect

 and home if the above rules are not adhered to at any time. \_\_\_ (initial)

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Architecture Tour Selection Criteria:

1. Completed Application and supplemental project information.

2. Illustrations that demonstrate or exemplify the following: design constraint solution, craftsmanship, innovative

 use of materials, sustainable design, and / or relationship/collaboration between architect and owner.

3. Logistical feasibility for Tour, including but not limited to, location, route, parking and a safe environment for

 tour goers.

4. The committee will give preference to residential locations but are also very interested in unique commercial

 projects that the public can’t just walk into every day. The committee is also interested in historic

 preservation projects.

**Project application MUST include ALL the following to be considered:**

***(Please email or send a link to the information below).***

 Completed Application – in Word Format. (Signed Owner & Architect agreement can be sent in pdf format.

 *Owner and Architect agreements MUST be signed in order for this application to be valid and ALL Questions*

 *must be answered).*

 Minimum of two high resolution exterior photographs of the project to be used in promotion for the tour.

 Minimum of two high resolution interior photographs of the project to be used in promotion for the tour.

 Firm Logo

**PROJECT TEAM INFORMATION:**

As part of the tour application process, we are asking applicants to list subs, suppliers, contractors, interior designers, etc that were involved in the project. If your project is selected, AIA may solicit sponsorships from these companies.

**Contractor:**

**Sub Contractors:**

**Suppliers:**

**Engineers:**

**Interior Designers:**

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**PROJECT WRITE UP:**

Please provide us with a write up that will be used in the tour brochure and in other PR and marking materials. This write up should be no more than 250 words.

**FIRM WRITE UP:**

Please provide a short (150-200 words) write up about your firm that can be used in our marketing and PR efforts.

**FINAL QUESTION:**

Please tell us what is unique about your project and why you feel your project should be on the 2025 AIA Architecture Tour.

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**ARCHITECT AGREEMENT:**

The undersigned licensed architect acknowledges all information provided in this Application is true and agrees to all of the above Architecture Tour Rules. The undersigned also agrees to respond in a timely manner to any requests from the Tour Committee or associated media coverage regarding information requests and / or site visits.

In addition, the Architect agrees to provide the volunteers need to staff this location. The Architect also agrees to be on hand during the tour hours to meet and greet the public and answer questions regarding the project.

Architect Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OWNER AGREEMENT:**

The undersigned Owner acknowledges and agrees to all of the above Tour Rules. The undersigned Owner agrees to allow the above-named Architect / Firm to submit his / her home or building for inclusion on the AIA Architecture Tour on April 12, 2025. The Owner understands typical attendance on the AIA Architecture Tour is 150-300 people. The Owner agrees to be present during the hours of the tour. The Owner further acknowledges that if in a gated community, or a secure building, their neighborhood association or the authorized party has given full authorization for this location to be on the Tour- written authorization is attached.

Owner Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions, Please Contact AIA Central Oklahoma at 405-948-7174 or** **melissa@aiacoc.org**