



Event Date and Time:

Sunday May 20, 2018, 10:00 am to 4:30 pm

Event Beneficiary:

The AIACCC Home Tour benefits the AIACCC Scholarship Program. Scholarships are awarded each year to San Luis Obispo County art and architecture education programs, Kindergarten through college.

Eligibility, Selection Criteria, Voting Process:

Eligibility and Authorship: It is the intention of the Home Tour Committee and the Board of Directors that the Home Tour showcase the architectural projects of registered architects or AIACCC Affiliate members who are members of AIA California Central Coast and demonstrate the value of using an architect. All entries must be projects designed by an architecture firm or individual architect that is a current member of AIA California Central Coast. If you have any questions about the intent or the understanding of this, please do not hesitate to contact Micah Smith, AIA California Central Coast Home Tour Committee Chair at (805) 704-7118 or publicrelations@aiacentralcoast.org. Previous AIACCC Home Tour selections are not eligible for five years. Homes are not eligible if they have been on or accepted by any other local home tour (Monday Club, Rotary Homes of Distinction, etc.) in the past three (3) years.

Multiple Submissions: A firm can submit any number of submissions each year. Submissions not selected for the currently planned event may be retained as submissions for subsequent years unless the owner or architect request removal from future consideration. Only one home per firm may be selected to be on the tour each year.

Project Completion: Projects must be substantially complete by submission due date (Tuesday, January 23, 2018) and preference will be given to houses that are furnished, occupied, and landscaped.

Selection Process: The Home Tour Committee uses a two-step selection process: application submittals will first be reviewed by the Committee to determine a "shortlist" of eligible homes. Shortlisted homes are then visited by the Committee. The Committee is composed of AIA members and volunteers. Voting is based on the Ranged Voting Method. Any committee member with direct involvement in a project may not provide a score for that project. The following Selection Criteria are provided as a rubric by which the entries are judged:

- Design excellence
- Quality of craftsmanship
- Innovative use of materials
- Sustainable design
- Relationship/collaboration between Architect and Owner
- Logistical feasibility, including but not limited to: access to project, circulation, parking



Application and AIACCC Member Agreement

Refer to the Schedule for Important Dates, page 5, for Application Deadline.

Application:

Project Owner:

Project Address:

Project Type (New Construction, Historical Restoration, Renovation/Addition, Other):

Square Footage:

Substantial Completion as of Application Deadline? Yes No

Firm Name:

Firm Address:

City, State, Zip:

Work Phone & Cell Phone:

Design Architect:

Website:

Contact email address:

Project Team (All members and firm staff only):

Builder / Contractor Name:

Owner's Full Name, Email address and Phone number (will not be used in any Tour publications):



AIACCC Member Agreement:

The undersigned member of AIA California Central Coast acknowledges all information provided in this Application is true, and agrees to all of the Home Tour Rules. The undersigned member also agrees to respond in a timely manner to any requests from the Home Tour Committee or associated media coverage regarding information requests and/or site visits. Undersigned member of AIACCC agrees to pay fees as outlined in application checklist.

Member Name:

Member Signature:

Date:

Firm Name:

Neighborhood/Homeowner Association (if applicable):

Agrees and authorizes the AIACCC Member and Homeowner to submit the homes for possible inclusion in the Home Tour.

Neighborhood/Homeowner Association (N/HA) agrees to make the home accessible to the ticket holder.

N/HA Name:

N/HA Signature:

Date:



Dear Homeowner,

Thank you for participating in the 2018 AIACCC Home Tour! Through our Home Tour, AIACCC celebrates local residential architecture, while supporting local art and architecture programs. The Tour highlights the unique relationship between architect and client—a collaboration that leads to exceptional homes such as yours.

As part of the Call for Entries for the Tour, we ask that Homeowners review the information below. If you have any questions, please do not hesitate to call me at 805-704-7118.

We look forward to seeing your inspiring entry. Thank you again for your interest in the Home Tour!

Micah Smith

AIA California Central Coast Public Relations Chair, Home Tour Committee Chair

Homeowner Agreement

The undersigned Homeowner has read, acknowledges and agrees to all of the Home Tour Rules.

The undersigned Owner agrees to allow _____
(AIACCC Member) to submit his/her home for inclusion on the AIACCC Home Tour.

The Owner further acknowledges that if the home is in a gated community, their neighborhood/homeowner association has given authorization for their home to be on the Tour (attach written authorization).

Homeowners who wish to receive exposure during the Home Tour for their own products or services provided in the home will be encouraged to participate in the Tour Sponsorship program.

The Home Tour happens **rain or shine**. The AIACCC and other volunteers will work to protect owner's property.

Media Policy: All homes must be made available for photography and/or interviews. All homes must be made available for publication photography from April 10th through May 20th. Every attempt to give advanced notice will be made. The Owner's names will not be used or given to the media. Owners may be interviewed at their discretion.

Shoe Policy: Shoes may NOT be worn in the homes in order to protect the floors. Also, bare feet are not allowed. Socks or shoe covers over bare feet is acceptable. Special exception is given to those individuals with medical needs, in which case shoe covers can be slipped on over shoes or the person may be allowed to walk through the home in their footwear if booties are unavailable.



Photography Policy: The AIACCC allows each homeowner to determine the photo policy of their home's interior. Please select from the Photo Policy Options below. AIACCC will make every effort to accommodate the requirements of our Tour's homeowners.

Photo Policy – Homeowner Preference

- Photos allowed throughout home exterior and interior (portions open to tour guests)
- No photos allowed of the interior spaces
- Limited photography allowed (homeowner to list areas of inclusion or exclusion)

Meetings: The AIACCC Member is responsible for attending a mandatory meeting to discuss the tour rules and schedule, Owners are more than welcome to attend. See the schedule below.

Owner Name:

Signature:

Date:

Phone No.

Email:

Schedule of Important Dates*

- Application deadline: Tuesday, January 23th, by 5:30pm
- Committee meeting to create shortlist: Tuesday, January 30th at 5:30pm
- Shortlisted candidates notified (phase one): by Tuesday, February 6th
- Applicant Project Site Visits (phase two): February 7 – February 13
- Vote Night: Tuesday, February 13th at 5:30pm
- Tour Applicant meeting: Tuesday, February 27th at 5:30pm
- Home Tour: Sunday, May 20st, 10am – 4:30pm

*All dates/times are subject to change. Additional dates/times may be added to this list as needed. Participants will be notified in writing by email.



Tour Rules and Process

Accuracy: Information submitted in this application will be used in Tour publications if your project is selected. Be sure the application is filled out exactly as you'd like it to appear in the brochure and media outreach.

Neighborhoods: If the project is located in a gated or controlled community, the Neighborhood or Homeowner Association MUST give written authorization to the Owner/Architect for the project to be considered. See Architect Agreement.

Parking: Keep in mind a potential of 25-50 cars per hour per home in addition to any narrow, dead end or short streets; steep hills, etc.

Sponsorship: All AIACCC members with homes included in the Home Tour are encouraged to participate as event sponsors. Companies and individuals outside our current membership are encouraged to consider major event sponsorship. See the Home Tour Sponsorship Form for details.

Media: All homes must be made available for photography and all key project team members for interviews. All homes must be available for submission to the media for publication. Every attempt to give advance notice will be made. Selected projects will be linked to the AIACCC member websites from the AIACCC website and links should be created from member's websites back to AIACCC to help promote the Tour.

Project visits: Each project must be available for viewing by the Tour Committee. These site visits will take place as per the Schedule of Important Dates on page 5. A designated member of the Tour Committee is responsible for coordinating with the Owner to view the home at that scheduled date and time. AIACCC Home Tour Committee members will schedule the time for site visits.

Final Selections: Tour homes will be announced per the Schedule of Important Dates on page 5. If your submission is selected, a firm principal and/or staff member is required to be at Mandatory AIACCC Member Meeting. At the meeting, principals should be prepared to discuss parking, docents, and sponsorship possibilities for the house (logistics, checklist, etc).

Disqualification: Home Tour Committee reserves the right to disqualify any selected AIACCC member and home if the above rules are not adhered to at any time.

Hours: Home Tour hours are per the Schedule of Important Dates on page 5.



Application Checklist

- Entry Fee:** \$50

- Participation Fee:** \$200 (for each home selected for the Tour, to be paid by the AIACCC Member and applied to cost of house cleaning services, includes one (1) event ticket)

- Special Accommodations, Cost of:** Any significant costs for items needed to show a home and that is not needed for all homes shall be borne by the submitting architect for whose home requires the special accommodation. Some examples of this might be a shuttle to accommodate parking restrictions, temporary restrooms, etc. Checking this box indicates the applicant acknowledges and accepts this requirement.

- Application and AIACCC Member/Neighborhood Agreement**

- Homeowner Agreement**

- PPT presentation, .ppt, and .pdf**
Include a 400 word project narrative and a minimum of 8 photos, along with a short 150 word version of the narrative to be used on the event brochure. Set the resolution to the default size of 1024 X 768. Presentation to not exceed 20 slides.

Include images to adequately describe the context of the site, the interior and exterior of the building, as applicable. If the project is a restoration or adaptive re-use project, include at least one “before” image that describes conditions before work began.

Fees and Application Form must be mailed to AIACCC, PO Box 12344, San Luis Obispo, CA 93406 by the Application deadline per the Schedule of Important Dates on page 5. PPT presentation may be provided on a thumb drive or emailed to Micah Smith at publicrelations@aicentralcoast.org.