



**AIA**  
Portland

## 2018 Homes Tour

April 21, 2018

### **Eligibility, Selection Criteria and Submission Process**

*Submissions Due: February 26, 2018 by 5:00 pm*

The AIA Portland Homes Tour features new and remodeled residences representing a wide variety of architectural styles, neighborhoods and locations.

### **Eligibility**

The tour showcases selected residential projects executed by registered architects at AIA Portland member firms.\*

Selected Firms/Architects are required to provide a representative at the home on tour-day to answer tour participant questions.

Homes must be substantially complete, furnished and landscaped by March 31, 2018.

### **Selection**

Submissions will be juried by the AIA Portland Homes Tour Committee. The final number of homes on the tour will be determined by the Homes Tour Committee based on the submissions.

### **Locations \*\***

City of Portland

Portland Metro Area

Locations East to Hood River

Locations West to Oregon Coast

Locations South within the Willamette Valley

*\*AIA Portland may include residential designs by any AIA member or AIA firm should unique qualities of the project warrant its inclusion in the tour.*

*\*\* Submissions located beyond the Portland metro area will receive additional consideration based on the number of selected projects in relevant proximity and their overall impact on the tour program.*



## **Submission Guidelines**

Send the following to [adriennem@aiaportland.org](mailto:adriennem@aiaportland.org) via [WeTransfer](#), a free file-sharing service. *Please follow the file structure as shown on page 3.*

- Description and information about the home (Pg. 2-3)
- 3 interior and 3 exterior photos (Pg. 3)
- At least one floor plan (Pg. 3)
- Signed Owner Consent form (Pg. 4)
- Map and driving directions to the home (Pg. 5)

Completed application must be submitted no later than **5:00 p.m. on Monday, February 26**, along with a **signed participation agreement from Home Owner (Pg. 4)**.

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**Name of Home:**

**Address of Home:**

**Year built:**

**Total square feet:**

**Written description of the home (approximately 100 words):**

**Builder, email, & phone:**

**Architect, email & phone:**

**Vendors used, include contacts, emails, & phone:**



**Featured publications:**

**Does the project have sustainable features, please describe:**

**Images**

**Please provide:**

- Minimum 3 interior photos (72dpi, min. 8x5 or 5x8in.)
- Minimum 3 exterior photos (72dpi, min. 8x5 or 5x8in.)
- Duplicate of 1 exterior photo at 300dpi
- Floor plans

If selected, Firm/Architect will be required to submit additional web and print quality images with photographer's permissions for promotional and marketing use by AIA Portland.

**Submission file & photo structure:**

```
HT18_FirmName_HomeName/  
  HomeName_SubmissionApplication.pdf  
  images/  
  | exterior/  
  | | -exterior01.jpg  
  | | -exterior02.jpg  
  | | -exterior03.jpg  
  | interior/  
  | | -interior01.jpg  
  | | -interior02.jpg  
  | | -interior03.jpg  
  | floorplan/  
  | -floorplan.pdf
```



**Owner Consent / Agreement Form**

**AIA Portland Homes Tour**

April 21, 2018

Name of Home:

Architect/Firm:

I understand that my home will be shown in the 2018 AIA Portland Homes Tour, and that I agree to open my house to tour ticket holders on April 21. I agree to have information about the home made available to the public via print and web media, including the address and photographic images of the exterior and interior of the home. I understand that a house monitor and docents will be onsite at all times during the tour and that I have the right to make certain areas of the home off-limits to the public within reason.

I understand that I will be named as additional insured on AIA Portland's event liability insurance rider for up to \$1 million.

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- I do not wish to have my name listed in any publications, print, or other media associated with the tour.*

Print name of Owner:

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Signature of Owner and Date



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## **Driving Directions**

Please provide a map and driving directions to the home from the **AIA Portland / Center for Architecture, 403 NW 11<sup>TH</sup>, Portland, Oregon.** Google Map directions preferred.



**Dear Homeowners,**

Thank you so much for your potential participation in the 2018 AIA Portland Homes Tour.

In the case that your home is selected, you will receive **2 complimentary tickets** to attend the tour and view the other homes.

We take great care to protect your home. Trained tour docents will be onsite for the duration, in two shifts. Their responsibilities will be to check tickets, instruct attendees to wear booties over their shoes to protect the floors, to monitor any "off-limits" areas, and to ensure the rules of the tour are followed. We will coordinate, with your approval, access for our staff and volunteers to your home in the morning and departure of all volunteers in the afternoon. Volunteers will ensure that everyone has left the house, collect all the booties and signs, and sweep, if necessary.

Floor protection (booties to cover shoes) will be provided, along with way-finding signage, and flowers. We will deliver these to your home before the tour. Based on attendance in the last few years, we anticipate 550-700 attendees this year (including docents and homeowners). Docents will be keeping the crowd flow manageable based on the size of your home throughout the day.

All home owners will be listed as additional insured on our liability insurance policy for the duration of the tour and volunteer presence in your home.

You may wish to designate a few "off-limits" areas in your home, we can provide signage to hang on doors. AIA staff will contact you prior to the tour to collect this information.

The rules of the tour, which will be reviewed with the volunteer docents, include:

- Every tour attendee **MUST** have a Homes Tour ticket to enter
- No photography allowed
- No shoes allowed (booties should be worn at all times)
- No access to off-limits areas allowed
- Children are not encouraged to attend. No strollers. All attendees including children must purchase a full-price ticket to be admitted entry.
- All way-finding signage and booties will be removed by the closing volunteer docent, and they will sweep and clean, if necessary.

Thank you again for volunteering your residence for this year's homes tour. We are very thankful for your participation.