



Awards Entry Submission Guidelines

General Entry Information

The purpose of the program is to recognize and promote the skills and expertise of member landscape professionals.

Awards may be submitted using our online submission system or via our Word-based application. The online application allows you to save your information and come back to it at a later date. The Word document application must be emailed to information@ilca.net prior to the deadlines. Select either submission method to get started and follow the step-by-step directions to submit your entry.

IMPORTANT NOTE: As a safeguard against any potential technical difficulties or computer errors, ILCA advises applicants to type their entry text into Microsoft Word (or equivalent), then copy and paste text into the online application-OR- copy and paste text entered into the online application into Word (or equivalent) before submitting the application.

Entry Eligibility

- The following members are eligible to submit entries: Landscape contractors, landscape architects/designers using the installation or maintenance services of a member landscape contractor, independent grounds management firms, municipalities, golf courses, hospitals, or cemeteries.
- Members serving as project subcontractors are encouraged to submit Singular Feature projects on which the plant installation and/or maintenance was performed by a member.
- Member projects must be located in Illinois, Wisconsin, Michigan, Indiana, Missouri, or Iowa.
- Non-member projects may submit entries following the same criteria except projects must be located in Illinois.

7 Submission Categories

1. Commercial Landscape Construction
 - Shopping Centers, malls, public buildings, factories, multifamily developments, and interior green spaces
 - Project must have been completed within the last three years
2. Residential Landscape Construction
 - Single family or duplex housing
 - Entire or partial project
 - Project must have been completed within the last three years
3. Commercial Landscape Maintenance
 - Shopping Centers, malls, public buildings, factories, multifamily developments, and interior green spaces
 - Property must have been maintained for at least the last three consecutive years
4. Residential Landscape Maintenance
 - Single family or duplex housing
 - Entire or partial project

- Property must have been maintained for at least the last three consecutive years
5. Specialty Element
 - Hardscape, playground, carpentry, water feature, green roof, lighting, or other
 - Project must have been completed within the last three years
 6. Special Events
 - Holiday display, sporting event display, showroom, exhibit, or other
 - Short-term project that exhibits creativity in design and execution
 - Project must have been completed within the last three years
 7. Ecological Plantings
 - Involving restoration, reclamation, or creation of a natural landscape that contains similar functions and values of a native landscape
 - Judged on the quality of plants and installation as well as its function within the environment
 - Project must have been completed within the last three years

Honors in Excellence

The Sustainable Landscaping, Heritage, and Decade Honors status indicates additional levels of achievement. To receive any one of these honors, the project must meet additional requirements. The project may be a first time entry or a five or ten-year entry.

Sustainable Landscaping Honors

Applicants may apply for Sustainable Landscaping Honors in any category. They must complete the Sustainable Construction or Maintenance supplements in order to be considered. If the project does not receive Sustainable Landscaping Honors, it will not be eliminated but rather reviewed as a traditional entry.

NOTE: The Sustainable Landscape Construction and Maintenance Awards require applicants to fill out an additional supplement sheet. The sheet should be submitted when the application is sent.

Decade and Heritage Honors

Applicants may apply for Heritage and Decade Status in the following categories:

- Commercial Landscape Construction
- Residential Landscape Construction
- Commercial Landscape Maintenance
- Residential Landscape Maintenance
- Sustainable Landscape Construction
- Sustainable Landscape Maintenance

Heritage Status - The project was installed more than five years ago and is being entered by the original installer or has been maintained continuously by the same maintenance company for more than five years.

Decade Status - The project was installed more than ten years ago and is being entered by the original installer or has been maintained continuously by the same maintenance company for more than ten years

General Rules

- All parts of the entry become the property of the ILCA for purposes of education and promotion.
- All participating parties must agree to the submission of the project.
- A project may only be submitted in one category per year.
- No Gold Award-winning projects may be submitted in the same category within five years.

- Entries received after the final deadline, or which are incomplete, will be eliminated from the competition.
- Decisions of the judges are final.

Photo Submission

Dropbox Instructions and Photo Requirements

1. Each project must have a minimum of 4 and a maximum of 12 photographs
2. At least one photograph must be vertical
3. You will need to submit a copy of your photos with an approximate size of 1200 x 1800 pixels at 300 dpi. (Please note that submissions of low resolution photos are no longer required.)
4. Change the file names on your photos to follow the sequence of your project description. For example, name your files – 1projectname.jpg, 2Projectname.jpg, 3projectname.jpg, etc...
5. Omit any company identification, identifiable employees, vehicles, names, logos, etc., from each photo or it will be eliminated.
6. Photos may not be altered to enhance finished product beyond adjustments to contrast and brightness.
7. Please do not send in any other format than jpegs.

Submitting the Application

To complete the submission, photographs must also be submitted by the due date. Photographs can be submitted in one of two ways:

1. On a CD or flash drive mailed to the ILCA Headquarters. Write your company name and the project name on the face of the CD or flash drive.
 - Mail to:
ILCA
2625 Butterfield Rd., Ste. 104S
Oak Brook, IL 60523
2. Upload your photos to Dropbox and email a link to information@ilca.net
 - Sign up for a free account at www.dropbox.com
 - Upload your photos into a folder with your company name and project name on it.
 - Highlight your folder and click 'Share link'
 - Add information@ilca.net in the recipient box and write your company name and project name in the message box. Click 'Send'

Construction Entries

- (Optional) You may include four additional "before" installation/construction phase photos. Photos must conform to the above requirements. Before photos are no longer required for construction entries.
- (Optional) Show planting and construction details with a complete set of plans (must be submitted electronically, see instructions in photo section).

Singular Feature Entries

- The photo requirement has been changed to a minimum of four up to a maximum of 12 photos on a CD or posted to the Dropbox site.
- Photos must conform to the above requirements.

Project Description

- Type (12 pt minimum) the project description within the space provided or include a separate page (350 word maximum); it must be legible and easily read; do not use condensed type or spacing.
- Write clearly and concisely what is important for the judges and other industry leaders to know.
- Omit any company identification.

- Include constraints, challenges, owner expectations and results - don't make the judges guess about your work. Poster descriptions will be prepared from this information.
- Posters are displayed at the iLandscape Show and Awards Night.

Judging Criteria

- All entries are judged independently and each on its own merit. Submissions are not judged against each other.
- Projects are not judged on size or budget.
- Projects are judged on quality of materials and workmanship, execution, function, aesthetic aspects, and presentation.
- In each category, there may be multiple or no winners of each Gold, Silver, and Merit Awards.