

# ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of Louisiana*

## 2021 EEA SUBMISSION CHECKLIST

- Official Entry Form
  - Does the project ready for use date or disclosure date fall within the range of November 1, 2019 and August 1, 2021
  - Do I have the signature of the Firm's Principal?
  - Do I have the signature of the Client/Owner?
- Are the costs shown on the entry form construction costs and not engineering fees?
- Have I uploaded a 1 page letter from the Owner/Client?
- Is the Executive Summary limited to 1 page and single-spaced?
- Is the Project Description limited to 6 pages and single-spaced?
- Have I uploaded all documents in PDF format?
- Have I uploaded the 6 photographs? Do they have captions?
  - Did I upload three photographs of the completed project?
  - Did I upload three photographs of the planning, start-up, and/or construction phase of the project?
- Have I uploaded the small panel version?
- Have I uploaded the Power Point Presentation file?
- If this is a Category A submission, have I uploaded supplemental report documentation?
- Have I submitted the signed entry form, check and 30"x 30" photographic panel to ACEC/L?

**Note:** The EEA Online submission system will not accept credit card payment until all items on the checklist have been submitted

For questions, please contact Doreen Brasseaux at ACEC/L at 225-927-7704 or [dbrasseaux@acecl.org](mailto:dbrasseaux@acecl.org)