



2019 Project Team Awards

PTA Entry Tips



Highlight elements that made team collaboration, which is 60% of the total score, stand out in overcoming project challenges.



Follow explicitly the submittal guidelines. Approach it like an important proposal and get outside help if it's your first awards entry or if staff time is limited.



Start early! Identify projects, notify team members and strategize together to prepare your entry.



Learn what has worked for past winners from your staff, public articles, websites, social media posts, and the PTA Program Book.



Write from the whole team's (owner, users, consultants, suppliers, subcontractors) perspective, including their information and quotes.



Work with the owner to craft the permission-to-enter letter so that it adds substance to and confirms details included in the submittal.



Optimize the additional pages section with before/after or team photos, infographics, sample reports, partnering charters, and published articles.



Use language targeted to the judges who are industry professionals and check for completeness, clarity, grammar and typographical errors.



Include professional photography of in-process shots, teaming events, and fully completed projects, including landscaping, furniture, equipment, and end-users.



Tout metrics, such as time or budget savings, added items over original scope, change orders vs standards, energy savings, user satisfaction, etc.



Tell your team's story in a way that is captivating, easy to follow and clearly highlight's the value that teamwork played in the project's success.



Contact CBC with any questions or if you need clarification.