**2020 Project Team Awards**

**PTA Entry Tips**

- Highlight elements that made team collaboration, which is 30% of the total score, stand out in overcoming project challenges.

- Follow explicitely 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.

- Check out the **new categories for 2020** and **small and large project subcategories**. 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.

- Address unique project challenges, worth 30% of your score. 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.

- Be sure to include your complete list of team members in the Project Team Spreadsheet. It is worth 20% of your total score.