



TOUR RULES AND PROCESS

Accuracy:

Information submitted in this application will be used in Tour publications if project is selected. Be sure the application is filled out exactly as you'd like it to appear in the brochure and media outreach.

Neighborhoods:

If the project is located in a gated or controlled community such as the City of West Lake Hills, the Neighborhood Association or the West Lake Hills City Manager MUST give written authorization to the Owner/Architect for the project to be considered. See Architect Agreement.

Parking:

Keep in mind a potential of 50-100 cars per hour per home in addition to any narrow, dead end or short streets; steep hills, etc. Need of a shuttle is determined by lack of parking and/or Westlake location. A shuttle deposit of \$5,500 is required at time of selection for the Tour (if applicable).

Sponsorship:

A list of all firms, individuals, subcontractors, consultants, artisans, etc. who have worked on this project must be submitted. No materials or representation by anyone other than the architecture firm may be displayed in the home without paid sponsorship. Selected homes may not display "for sale" signs on the Tour weekend unless listed by a paid "Gold" or "Underwriter" Sponsor. Homeowners who wish to advertise goods or services (including contracting, interior design, or products) must participate as sponsors. **Each architect must assist to procure sponsors.**

Media:

All homes must be made available for photography and all Architects for interviews. All homes must be available for submission to the media for publication from June 1st through October 26th. Every attempt to give advance notice will be made. Selected projects will be linked to the Architects' websites from the aiaaustin.org and aiaaustinhometour.com and links should be created from Architects' websites back to AIA Austin to help promote the Tour.

Project visits:

Each project must be available for viewing by the Tour Committee. These site visits will take place **Saturday, May 19th** and **Sunday, May 20th**. The Architect is responsible for coordinating with the Owner to view the home at that scheduled date and time. AIA staff will schedule the time for site visits.

Final Selections:

Tour homes will be announced the week of **May 21st**. If your submission is selected, a **firm principal and/or staff member** is required to be at meetings on **June 11th** and **October 8th**. At the **June 11th** meeting, principals should be prepared to discuss parking, docents, and sponsorship possibilities for the house (logistics, checklist, etc).

Disqualification:

Homes Tour Committee reserves the right to disqualify any selected Architect and home at any time.

Hours:

Homes Tour hours are from **10am - 6pm** both Saturday and Sunday.