



**AIA**  
Austin

HOMES TOUR 2020 LETTER FROM CHAIRS

**Updated 3/18/20**

Dear Architects and Homeowners,

We realize these are uncertain times and it is difficult to make plans months from now when we have trouble knowing what will be happening next week. With the sudden outbreak of covid-19, we are rethinking the submission process for the Homes Tour and how we can adapt to the quickly evolving situation. The Homes Tour is such an important event for local architects, and is crucial for the continued operation of AIA Austin, that we feel the need to continue planning for the tour in October. To alleviate some of the hesitancy for homeowners to allow their homes to be submitted at this time, we have decided to eliminate the site visit weekend. The committee will use only the submissions (photographs, plans, and narrative) to vote on which homes will be on the tour. We understand that good design is experiential and best understood in person, but we feel that this is a necessary decision to address the current circumstances and keep the planning for October on track. Once the homes are selected, we will continue to evaluate the current situation and modify the process as needed to address concerns of the architects and homeowners. We are committed to putting together another successful Homes Tour, so please contact us with any concerns or ideas that you would like to discuss. We rely on our members to submit outstanding work, and are looking forward to seeing all the submissions.

Regards,

Drew Wilson & Molly Hubbs  
2020 AIA Austin Homes Tour Committee Chairs



**AIA**  
Austin

2020 HOMES TOUR APPLICATION  
AND ARCHITECT AGREEMENT

**APPLICATION AND ARCHITECT AGREEMENT**

Project Address: \_\_\_\_\_

Project Type: (New Construction, Historical Restoration, Renovation/Addition, Other)

\_\_\_\_\_ Square Footage: \_\_\_\_\_

Substantial Completion as of April 2, 2020? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list any tours, publications (print or online) that have featured this house: \_\_\_\_\_

**Firm Information:**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Firm Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media (Twitter, Facebook, Instagram): \_\_\_\_\_

**Project Team:** (NOTE: phone/email will not be used in any Homes Tour publications)

Design Architect: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Project contact person (if different from Architect):

\_\_\_\_\_ Phone: \_\_\_\_\_

Project contact email address: \_\_\_\_\_

Project Team and AIA Status (i.e. AIA or Assoc. AIA):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Builder/Contractor Name:

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Homeowner's Full Name, Email address, and Phone number (will not be used in any Tour publications):

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**Architect Agreement:**

The undersigned architect member of AIA Austin acknowledges all information provided in this Application is true, and agrees to all of the Homes Tour Rules. The undersigned member also agrees to respond in a timely manner to any requests from the Homes Tour Committee or associated media coverage regarding information requests and/or site visits. Undersigned member of AIA agrees to pay fees as outlined in application checklist.

Member Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Firm Name: \_\_\_\_\_

**Neighborhood/Homeowner Association (if applicable):**

Agrees and authorizes the Architect and Homeowner to submit the homes for possible inclusion in the Homes Tour.

Neighborhood/Homeowner Association (N/HA) agrees to make the home accessible to the ticket holder.

N/HA Name: \_\_\_\_\_

N/HA Signature: \_\_\_\_\_



**AIA**  
Austin

HOMES TOUR 2020 HOMEOWNER AGREEMENT

Updated 3/18/20

Dear Homeowner,

Thank you for agreeing to participate in the 2020 AIA Austin Homes Tour! For 34 years, AIA Austin's Homes Tour has been dedicated to demonstrating the best residential work designed by our architect members. As well as demonstrating the achievements of architects, the AIA Austin Homes tour celebrates the unique relationship between architect and client—a collaboration that leads to exceptional houses such as yours.

As part of the Call for Entries for the Tour, we ask that Homeowners review the information below. If you have any questions, please do not hesitate to call me at 512.452.4332.

We look forward to another year of inspiring entries. Thank you again for your interest in the AIA Austin Homes Tour!

Ingrid Spencer  
Executive Director

## **HOMEOWNER AGREEMENT**

The undersigned Homeowner has read, acknowledges and agrees to all Homes Tour Rules.

The undersigned Homeowner agrees to allow \_\_\_\_\_  
(Architecture Firm) to submit their home for inclusion on the AIA Austin Homes Tour.

The Homeowner further acknowledges that if the home is in a gated community, their neighborhood/homeowner association has given authorization for their home to be on the Tour (attach written authorization).

Homeowners who wish to receive exposure during the Homes Tour weekend for their own products or services provided in the home will be required to participate in the Tour Sponsorship program.

**With the sudden, unpredictable nature of the covid-19 outbreak, the Homes Tour plans to work with homeowners to prioritize their safety and to address any concerns they may have for participating.** The Homes Tour happens **rain or shine**. The Architect and AIA Austin staff and volunteers will work to protect homeowner's property. If you have questions about AIA Austin's insurance policy, please call Ingrid Spencer at 512.452.4332.

**Media Policy:** All homes must be made available for photography and/or interviews. All homes must be made available for publication from June 1<sup>st</sup> through October 20. Every attempt to give advance notice will be made. The Homeowner's names will not be used or given to the media unless allowed by Homeowner. Homeowners may be interviewed at their discretion.

**Shoe Policy:** Shoes may NOT be worn in the homes by tourgoers during the Tour in order to protect the floors. Also, bare feet are not allowed. Socks or booties over bare feet are acceptable. Special exception is given to those individuals with medical needs, in which case shoe covers can be slipped on over shoes or the person may be allowed to walk through the home in their shoes if booties are unavailable.

**Meetings:** The architect is responsible for attending two mandatory meetings to discuss the tour rules and schedule, Homeowners are more than welcome to attend. See the schedule below.

Homeowner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

#### **SCHEDULE OF IMPORTANT DATES\***

- Next Committee Meeting: Monday, February 10, 5:45pm
- Architect Q&A Meeting (recommended): Monday, March 9 at 5:45pm
- Application deadline: Thursday, April 2 by 5:00pm
- Committee meeting to create shortlist: Monday, April 13, 5:00pm **Digital**
- Shortlisted candidates notified: by Friday, April 17
- ~~Project Site Visits: Saturday, May 2 and Sunday, May 3~~ **Cancelled**
- Vote Night: Monday, May 4 at 4:00 **Digital**
- Photography of Chosen Houses: May, June, July
- First **Mandatory** Architect Meeting: Monday, June 8, 5:45 **Tentative**
- Second **Mandatory** Architect Meeting: Monday, October 5, 5:45
- Docent Training Meetings: First two weeks of October
- Homes Tour Weekend October 17<sup>th</sup> – 18<sup>th</sup>, 10am - 6pm

*\*All dates/times are subject to change. Additional dates/times may be added to this list as needed. Participants will be notified in writing by email.*



**AIA**  
Austin

HOMES TOUR 2020 ELIGIBILITY,  
SELECTION CRITERIA, AND VOTING PROCESS  
**Updated 3/18/20**

## **ELIGIBILITY, SELECTION CRITERIA, and VOTING PROCESS**

### **Eligibility and Authorship:**

It is the intention of the Homes Tour Committee and the AIA Austin Board of Directors that the Tour showcase the architectural designs of licensed architects and AIA Austin members that demonstrate the value of using an architect, and the value of the collaborative process between architects, homeowners, and design professionals. **All entries must be submitted by a firm principal who is a registered Architect, current member of AIA Austin, and who is ultimately responsible for the project design.** If you have any questions, please call Ingrid Spencer, AIA Austin Executive Director at (512) 452-4332. Previous Home selections are not eligible. Homes are not eligible if they have been on or accepted by any other local public home tour (Cool House, Hyde Park, NARI, Modern Home Tour, Tribeza Interiors Tour, etc.) in the past three (3) years.

### **Multiple Submissions:**

A maximum of three (3) homes may be submitted from any one firm or applicant. Only one home per firm may be chosen to be on the tour. Multifamily or more than one dwelling on a lot must each be submitted as a separate project.

### **Project Completion:**

Projects must be substantially complete by date of submission (April 2, 2020) and preference will be given to houses that are furnished, occupied, and landscaped. Houses will be photographed for publication in late May, June, or early July.

### **Shuttles:**

The cost of the shuttle is the responsibility of the architect (at an estimated \$5,500 per route). A full deposit of \$5,500 is required when selected for the Tour. AIA Austin staff will procure and manage all shuttles. If you have further questions, please call the AIA office at (512)452-4332. Staff and Committee Chairs will make the final determination on shuttles.

### **Selection Process:**

The Homes Tour Committee uses a two-step selection process. Application submittals will first be reviewed by the Committee to determine a "shortlist" of eligible homes. **2020 site visits for shortlisted homes have been cancelled due to covid-19. Instead, shortlisted homes will be evaluated based on their submission package of photographs, plans, and narrative.** The Committee is composed of AIA members and volunteers. Voting, **now done digitally due to covid-19**, is based on the range voting method. Any committee member with direct involvement in a project may not provide a score for that project. The following selection criteria are provided as a rubric by which the entries are judged:

- Design excellence
- Quality of craftsmanship
- Innovative use of materials
- Sustainable design
- Relationship/collaboration between Architect and Homeowner
- Logistical feasibility for Tour, including but not limited to: access to project, circulation, and parking
- History of rules compliance



**AIA**  
Austin

HOMES TOUR 2020  
TOUR RULES AND PROCESS  
**Updated 3/18/20**

**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 during the months of May, June, and July, and all Architects for interviews. All homes must be available for submission to the media for publication from June 1st through October 20th. Every attempt to give advance notice will be made. Selected projects will be linked to the Architects' websites from the [aiaaustin.org](http://aiaaustin.org) and [aiaaustinhomestour.com](http://aiaaustinhomestour.com) and links should be created from Architects' websites back to AIA Austin to help promote the Tour.

**Project visits:**

**Project site visits for the 2020 Homes Tour have been cancelled due to covid-19. Instead, eligible homes will be selected based on their submission package.**

**Final Selections:**

Selected homes' architects will be notified the week of **May 11**. Tour homes will be announced publicly the week of **May 18**. If your submission is selected, a **firm principal and/or staff member** is required to be at meetings on **June 8** and **October 5**. At the **June 8** meeting, principals should be prepared to discuss parking, docents, and sponsorship possibilities for the house (logistics, checklist, etc).

possibilities for the house (logistics, checklist, etc).

**Disqualification:**

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

**Hours:**

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





**AIA**  
Austin

2020 HOMES TOUR APPLICATION  
CHECKLIST

**APPLICATION CHECKLIST**

- Fees. Entry Fee - \$125 per submission (non-refundable) due now. If selected, Participation Fee of \$500 will be due one week after notification of selection.
- Application and Architect/Neighborhood Agreement
- Homeowner Agreement
- Images and Project Narrative  
Include 150-word project narrative and a minimum of 8 photos. Set the resolution to the default size of 1024 X 768. Presentation not to exceed 20 slides.

Include images to adequately describe the context of the site, the interior and exterior of the building, as applicable. If the project is a restoration or adaptive re-use project, include at least one “before” image that describes conditions before work began.

- Vendor/Consultant List
- Site Plan and Floor Plan

**Fee and Application Forms must be submitted by April 2, 2020**



**SCHEDULE OF IMPORTANT DATES\***

- Monday, January 13, 5:45 pm: **Committee meeting**
- Monday, February 10, 5:45 pm: **Committee meeting**
- Monday, March 9, 5:45 pm: **Architect Q&A meeting (recommended)**
- Thursday, April 2, by 5:00 pm: **Submission deadline**
- Monday, April 13, 5:00 pm: **Committee meeting (review submissions, shortlist)**  
**Digital**
- Friday, April 17: all shortlisted candidates notified
- ~~Saturday, May 2 and Sunday, May 3: **Shortlist Site Visits**~~ **Cancelled**
- Monday, May 4, 4:00 pm: **Vote Night Digital**
- Week of May 11: **Winning Architects Notified**
- Monday, May 18: **Tour Homes Published**
- Monday, June 8, 5:45 pm: **First Mandatory Architect Meeting Tentative**
- Monday, July 13, 5:45 pm: **Committee meeting**
- Monday, August 10, 5:45 pm: **Committee meeting**
- Monday, September 14, 5:45 pm: **Committee meeting**
- Monday, October 5, 5:45 pm: **Second Mandatory Architect Meeting**
- Docent Training Meetings: October 5 – October 14
- **Homes Tour Weekend October 17<sup>th</sup> – 18<sup>th</sup>, 10am - 6pm**
- Monday, November 9, 5:45 pm: **Committee meeting**

*\*All dates/times are subject to change. Additional dates/times may be added to this list as needed. Participants will be notified in writing by email.*