



## TOUR RULES AND PROCESS

### Accuracy:

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

### 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 be indicated as for sale during the Homes Tour 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 in procuring sponsors.

### Media:

1. Photography: All homes must be made available for photography during the months of May, June, and July, and all Architects for interviews.
2. Publications & Social Media: All homes must be available for submission to the media for publication from June 1st through Homes Tour Weekend. 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.
3. Continuing Education (CE) Webinar: As part of the Homes Tour, each architect will be required to create a 1-hour CE webinar, with the support of the Homes Tour Committee. Live webinars will be scheduled over lunch hours beginning four to six weeks before Tour Weekend. Recorded edits may be used for Social Media promotion and the full recorded webinars will be available to all ticket-holders on Socio during Tour Weekend, October 22 and 23.

### Final Selections:

1. Notification of selection will be made during the week after May Vote Night.
2. Public Announcement made after Architects who submitted have been notified.
3. Attendance is required by a firm principal and/or staff member to attend the June and September Committee meetings (see Schedule of Important Dates). At the June meeting, principals should be prepared to discuss sponsorship possibilities for the house.

### Disqualification:

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