

Architect/Consultant Portfolio Checklist

❑ Profile + Image/Photo

The profile copy and photo will appear on the Profile page of your Portfolio.

Requirements: Up to 150 words about your company.

Example: *Cannon Design conducts one of North America's most active specialty practices in planning and design for sports, recreation and wellness. Our activities range from master planning and programming, and the assessment, renovation or expansion of existing facilities, to the development of new sports and recreation centers for colleges and universities, municipalities, corporations, healthcare institutions, and fitness clubs, worldwide.*

Digital Requirements:

One photo: Minimum 500 pixels wide, horizontal orientation
Acceptable file formats: .jpg, .psd, .tif, .pdf

❑ Logo

Your logo will appear on each page of your Portfolio, as well in the Profile promotion.

Digital Requirements:

Size: at least 200 pixels wide
Acceptable file formats: .gif, .jpg, .psd, .tif, .pdf
Preferred format: .gif with transparent or white background

❑ Project Photos and Descriptions

Submit materials for four projects.

Requirements:

Project Name
Project Description (up to 50 words)
City, State
Size (in square feet)
Cost
Photos (up to 10 photos per project)

Digital Requirements:

Acceptable file formats: .gif, .jpg, .psd, .tif, .pdf
Size: at least 500 pixels wide

Technical Questions?

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Schedule Your Portfolio TODAY!

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