



# HIA KITCHEN & BATHROOM AWARDS ENTRY CHECKLIST

**Your submission must include all the items in the following checklist. It is recommended you check you have digital files on your computer for each of the items below. You can modify and revisit your submission at any time prior to submitting the entry.**

## PROJECT PROMOTION DESCRIPTION

- Submit a description of at least 60 words about your entry  
*Detail aspects that are unique or unusual about the project, project challenges, client brief, innovations, etc. Used for promotion/publicity as well as judging purposes.*

## WORKING DRAWINGS

Drawings must include scale. Detailed working drawings, including:

- floor plans
- elevations and cross sections
- cabinetry/joinery plans
- perspectives (optional)
- house plan with new work area identified  
*Plumbing, electrical/lighting and structural details must appear on plans and elevations.*

## PROJECT PRICE

Your project price must only be the cost to build the project (kitchen, bathroom etc) entered. Do not supply the cost to build the entire house.

- Provide a copy of the page of the contract that states the contract price, with the client's signature
- Include a summary of variations to the contract, with client signature where appropriate
- Provide itemised details and costs of works by owner or others  
*Your Project Price must reflect the entire cost of the project as viewed by the judges. This is inclusive of your contract price + variations + all works supplied or carried out by owner/others.*  
*Your project price must include GST, all prime-cost items, cabinets, splashbacks, benchtops, taps, sinks, baths, trades, installation, etc. Do not include the cost of removable appliances such as fridges, microwaves, etc.*  
*Your project price determines which price category your project fits into (where applicable).*

## BUILDERS OWN PROJECT

- Supply a signed letter on company letterhead stating the complete cost to build an identical project (including builders margin), which would be the price offered to the home buying public  
*For builders own projects a formal contract may not be applicable.*

## PHOTOGRAPHS

- Please supply a minimum of ten (10) and a maximum of fifteen (15) colour images of the project entered  
**Renovated Kitchens and Bathrooms Only**
- Supply four (4) before photos (in addition to images above)  
**Laundry, Outdoor Kitchen and Interior Cabinetry**
- Supply a minimum of six (6) and maximum of fifteen (15) colour images of the project

## ADDITIONAL ITEMS

- Date of practical completion
- Map with directions to project
- Owner's name and contact details
- Dimension of project
- Cost per square metre

## LIST OF MATERIALS USED IN THE PROJECT

- List of materials used in project  
*Provide a list and description of materials used in project, such as: cabinetry materials, finishes and colours/appliances, or sanitary ware, fixtures and fittings/splashback or wall treatments/flooring, painting and decorating.*

## KITCHEN DESIGN AND BATHROOM DESIGN ONLY

In addition to the items listed above, please also submit the following:

- Design Statement  
*Provide details on your client brief; how requirements were achieved; needs fulfilled; problems overcome and innovations included in the project.*
- List of materials **proposed to the client**  
*Provide a list and description of materials proposed to the client, such as: cabinetry materials, finishes and colours / appliances, or sanitary ware, fixtures and fittings / splashback or wall treatments/flooring, painting and decorating.*