How to submit a Component Best Practice

AIA national is working towards creating a database of best practices that are sharable and replicable for components’ use. Best practice submissions should fall under one of the core service categories and should elevate that core service.

Programs should:

- **Innovate** – The program or best practice should demonstrate the ability of the chapter to serve members and the community. It should capture and interpret the needs of your current and future membership. The program should illustrate a comprehensive understanding of the topic and illustrate performance excellence and value.

- **High-quality** – The program or best practice should exemplify and promote relevant knowledge on a topic. Also, evidence should be provided to demonstrate that the program engages in ongoing knowledge and programmatic evaluation and enhancement. An added plus is that the program concept, development, content and implementation engaged the component in collaborative relationships with other allied organizations.

- **Replicable** – The program must be replicable with steps/processes for chapters to follow. The program should incorporate tangible, practical content that can be used by other components.

- **Relevant** – The objectives, design and content of the program should be consistent with the members’ needs and challenges. The program should be reviewed periodically to determine its continued relevance in meeting member needs. The program can engage members as well as nonmembers and expand the influence of architects in their communities and the profession.

- **Measurable** – The submission must have clear and specific measures/indicators of success. The program must have quantitative measures that demonstrate the overall impact or effect on the overall membership.

**Resources**

View previously submitted Best Practices (link to Component Connect)

All Best Practices should abide by the [AIA Content Style Guide](#)

**Contact**

Jack Charlton, Manager Component Communications & Information Resources
NAME OF COMPONENT: AIA Gainesville

CONTACT: Cydney McGlothlin (2018 President)

COMPONENT SIZE: Volunteer

PROGRAM TITLE: Ask an Architect

CORE SERVICE: Public Outreach

PROVIDE A BRIEF DESCRIPTION OF THE PROGRAM:
We aim to create relationships with the community by placing a sandwich board every Friday during lunch outside the downtown Design Center inviting anyone to come in a talk with an architect. It is very informal, and people will stop by to talk about their home, architecture or anything. Over time it has become popular and some even drive 45 minutes to ask an architect questions about home renovations.

HOW DOES YOUR PROGRAM ADDRESS THE CORE MEMBER SERVICE?
We broaden the reach of our membership by opening to the community and advocating for the importance of architecture and of architects.

WHO IS THE INTENDED AUDIENCE (include size and demographic)
It started as people in downtown Gainesville – so approximately a couple thousand people. But it has grown, and people have traveled from other towns for the sole purpose to talk with an architect.

WHAT IS THE BUDGET? (include all costs including sponsors, grants, and other outside funding)
We have a partnership with the Design Center where we pay $100 a month to use the space for this and for our meetings. We purchased the sandwich board for less than $100.

HOW (list the steps or process to implement this program, be as specific as possible)
Every month at our board meeting we fill out the calendar of who will work each Friday. Then a schedule is posted in the window. When the architect arrives shortly before noon, they place the red sandwich board on the sidewalk with the notice (which has their name and contact information).