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**

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NAME OF COMPONENT: AIA Northern Nevada

CONTACT: Donna Koepp

COMPONENT SIZE: Up-to 500 members

PROGRAM TITLE: Architecture Week

CORE SERVICE: Public Outreach

PROVIDE A BRIEF DESCRIPTION OF THE PROGRAM:
Architecture Week was developed in 2017

In April several activities are scheduled in a single week. These activities are designed to reach a broad audience that brings focus to architecture, community and education.

HOW DOES YOUR PROGRAM ADDRESS THE CORE MEMBER SERVICE?
Architecture Week involves educating membership and the public in the value of architecture. Public Outreach is where it fits best. All activities are open to the public and communicated as such.

Reaching City Councils was an added benefit with the proclamation of Architecture Week by Reno City Council and Sparks City Council.

WHO IS THE INTENDED AUDIENCE (include size and demographic)
Architects, Planners, Engineers, Interior Designers, Contractors, Subcontractors and Suppliers or anyone interested in the art and profession of architecture.

Probably 20–50-person participation in each event (and hope to grow)

Kids (for hands-on) any age (game night) adults (bus tour)

WHAT IS THE BUDGET? (include all costs including sponsors, grants, and other outside funding)
Given we had sponsors for much of the costs, it’s hard to pin down.

- The bus tour includes the rental of two shuttle type busses. We did charge a nominal fee ($10 for the tour)
- The Nevada Museum of Art worked with us to provide the theater.
- A local brewery provided the space for lectures
- The Discovery Museum also worked with us to provide the space for the design/build project.
- Game Night was at a local venue focused on games.
HOW (list the steps or process to implement this program, be as specific as possible)

- Develop a Committee
- Schedule the week
- Solicit Sponsorship for costs where you can
- Solicit Venues for events such as lectures, screenings, hands-on projects
- Solicit members or companies to supply tangible material as needed
- Communicate early and often through website, email newsletters, announcements, press releases to community event calendars.
- Designate a champion for each event to follow through with the details
- Inform City Councils of the event
- Committee Debrief to discover what was learned to improve the program