

## Process for Universal Orlando Project EIC Entries

- STEP 1:** Contractors will notify CFC ABC of their intent to participate in the EIC Awards competition for any Universal Orlando project (as a GC or subcontractor).
- STEP 2:** ABC shall first provide Universal Orlando (Connie Nicdao) with a list of all Universal Orlando project entries being considered. Universal Orlando will review and advise if permission to submit on that project is allowed. **NOTE: It is not a given that permission by Universal Orlando will always be granted. It depends on the particular project in question and will be considered on a case-by-case basis.**
- STEP 3:** If Universal Orlando grants permission, Contractor/Subcontractor/Consultant submits a DRAFT of the **entire** proposed entry (i.e. entry form, scope, written narrative, and photos) in WORD format to ABC. The entire draft shall be in an editable / Word format to allow for mark-ups and comments. Insert photos as .jpps into Word document.
- STEP 4:** ABC will forward the DRAFT to Universal for a first-pass review.
- STEP 5:** Universal Orlando (Connie Nicdao) makes first-pass review, adds comments, and then forwards to Universal Legal/Public Relations/Sr. Management for their review and final comments. Universal Orlando returns the entry to ABC with all final comment and revisions required.
- STEP 6:** ABC will forward draft to the Contractor/Subcontractor/Consultant with all final comments/revisions required by Universal Orlando.
- STEP 7:** Contractor will submit final version to ABC (with all comments/revisions incorporated) for inclusion into the program.

### ITEMS FOR CONTRACTOR/SUBCONTRACTOR/CONSULTANT TO TAKE INTO ACCOUNT WHEN DEVELOPING AN ENTRY

1. Keep the entry and its narratives as short, succinct and, high-level as possible.
2. Do not include too many photos. Only include key shots as needed, and the photos should be high quality and of a professional nature. Photos and/or aerials that show sensitive back-of-house areas are not allowed.
3. Information on financial/contractual in nature is not allowed. Information shall be limited to high level terms and in terms of dollar range or above a certain dollar amount.
4. Information on project budgets should be avoided including cost cutting measures or value engineering.
5. Comments on safety issues and/or concerns are not allowed.
6. Notify and submit any entry well in advance of the submission deadline date to allow ample time for Universal Orlando review. Last-minute entries will **NOT** be considered. Consult EIC schedule for suggested due dates.

### FINAL COMMENTS

Applicants please make sure to follow Items 1-6 above, so the initial entry is for the most part compliant. Universal Orlando requests the prime applicant to identify subcontractors by providing a list so that companies intending submit can be identified.