**Central Florida Chapter**

**Associated Builders and Contractors, Inc.**

**Process for Disney (WDW/WDI) Project EIC Entries**

**STEP 1:** Contractors notify CFC ABC of their projects in the EIC Awards competition for any Disney project (as a GC or subcontractor). Submit via survey link or email eic@abccentralflorida.org.

**STEP 2**: CFC ABC provides Disney (**Rich Owens or Dave Ellis**) with a list of all Disney project entries being considered. Disney will review and advise if permission to submit on that project is allowed. **NOTE: It is not a given that permission by Disney 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 Disney grants permission, Contractor/Subcontractor/Consultant submits a DRAFT of the **entire** proposed entry (i.e. submission/application forms, 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 .jpgs into Word document.

**STEP 4:** CFCABC will forward the DRAFT to Disney for a first-pass review.

**STEP 5**: Disney makes first-pass comments and then forwards to Disney Legal for their review and final comments. Disney returns the entry with mark-ups to ABC.

**STEP 6:** ABC will forward the marked-up draft to the Contractor/Subcontractor/Consultant with all final comments/revisions required by Disney.

**STEP 7:** Contractor will submit final version to ABC (with all Disney 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. Disney policy prohibits providing letters of reference.

3. 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 should be avoided.

4. Do not list specific contract amounts. Keep amounts high-level, and in terms of the standard ABC-provided project dollar ranges.

5. Avoid comments about safety issues/concerns.

6. Avoid comments about the project being over budget, cost-cutting measures or VE (value engineering).

7. Notify and submit any entry well in advance of the submission deadline date to allow ample time for Disney review. Last-minute entries will **NOT** be considered. Consult EIC schedule for suggested due dates.

**FINAL COMMENTS**

Applicants please make sure to follow Items 1-7 above, so the initial entry is for the most part compliant. Multiple Disney reviews or excessive review time by Disney is not an option.