

APPENDIX A: Greenbuild 2018 Tour Application Questions

Appendix A serves as a reference tool to view the full set of Greenbuild 2018 Tour Application questions. Please complete the [online tour application](#) to formally submit your tour proposal.

We recommend that you fully review these questions before beginning to ensure that you have all the necessary information, especially security or access restrictions. Having all contact information, educational content and learning objectives in a copy-and-paste format will make completion much easier.

All information is necessary to provide USGBC National with their required information and to expedite the tour selection process. Please make sure you have read the full **Call for Tour Proposals** for selection criteria and deadlines. <https://illinoisgreenalliance.org/greenbuildchicago/call-for-greenbuild-tours>

*The name and photo associated with your Google account will be recorded when you upload files and submit this form. Field marked with an * are required.*

Section 2: Tour Site Identification Information

Please provide the following basic identification for your proposed tour site. If submitting multiple tour sites, submit a separate application for each site.

- Project Name / Title: *
- Project Address (street, city, zip code): *
- Google Map Link: *
- Project Website (if applicable):
- Approximate Square Footage: *
- What is the project type? *
 - Residential
 - Commercial
 - Industrial
 - Higher Education
 - K-12 Education
 - Landscape / Green Roof / Sustainable Sites
 - Recreation / Stadium
 - Restaurant / Retail
 - Neighborhood
 - Core and Shell
 - Interior only
 - Infrastructure
 - Other:
- Has the site attained or in pursuit of any sustainable certifications? Note, no certification is required. *
 - LEED
 - Passive House
 - Living Building Challenge
 - Green Globes

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- WELL
 - Enterprise Green Communities
 - SITES
 - ENERGY STAR
 - RESET
 - None
 - Other:
- Does your tour site have a historic designation?
 - Please attach up to 6 photos of the project site as a single PDF file, size maximum 20mb. Please use site name in the title. *
 - If your site is selected for a tour, a high resolution photo will be required for promotional purposes. Do you already have or will you have a high resolution photos available by April 1, 2018? *
 - If you are submitting more than one site and wish to be considered as a group, include the names of the other sites for the committee's reference.

Section 3: Project Contacts

All tour sites are required to have explicit, formal approval for a public tour from the site "Owner" or a "Responsible Party" who has the authority to grant or approve access for a public tour.

The "Owner" contact will be contacted only to verify formal approval has been obtained. The "Primary" contact will be used for all application communications outside of confirmation of site Owner or Responsible Party access approval.

- Do you have explicit, formal approval from the property Owner or Responsible Party to allow access to this site through a public tour? *
- Owner or Responsible Party Contact Name: *
- Owner or Responsible Party Contact Title: *
- Owner or Responsible Party Contact Organization / Company: *
- Owner or Responsible Party Contact Email: *
- Owner or Responsible Party Contact Phone: *
- Primary Project Contact Name: *
- This can be the same as the owner/responsible party contact information above.
- Primary Project Contact Title: *
- Primary Project Contact Organization / Company: *
- Primary Project Contact Email: *
- Primary Project Contact Phone: *

Section 4: Tour Contacts

It is the intent of the Committee to ensure that the personnel leading any tour are able to provide tour attendees with in-depth information regarding the project site; and ideally were or are integral to the site's development, operations, or use.

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Please provide the following information about the person(s) who are proposed to lead or contribute to the tour of the proposed site.

- Primary Tour Leader Name: *
- Primary Tour Leader Organization/Company: *
- Primary Tour Leader Job Title: *
- Primary Tour Leader's Relation to the Project: *
- Primary Tour Leader's LinkedIn Profile Link: *
- Secondary Tour Leader Name:
- Secondary Tour Leader Organization/Company:
- Secondary Tour Leader Job Title:
- Secondary Tour Leader's Relation to the Project:
- Secondary Tour Leader's LinkedIn Profile Link:
- Which of the following stakeholders are available to join or lead the tour? *
 - Occupant / Tenant / User
 - Landlord / Project Manager
 - Facility / Site Manager
 - Program Director
 - Engineer / Building Engineer
 - Architect / Designer
 - Commissioning Agent
 - Contractor
 - Other:

Section 5: Educational Content

All Greenbuild tours are intended to be educational and to provide tour attendees with continuing education credits for participating in tour events. The committee therefore must evaluate each site's adherence to USGBC's educational requirements and potential for content value.

- **Provide a short narrative** describing the project and explain the significant philosophical approaches, innovative technologies, achieved performance targets and details on the impacts the project has had on the community. **(maximum 500 words)** * *All publicly displayed descriptions will be sent for pre-approval.*
- **Provide 4 Learning Objectives.** As part of Green Building Certification Institute (GBCI) and the American Institute of Architects (AIA) continuing education certification requirements, all sites must present at least 4 formal learning objectives for their tour. **(maximum 500 words)** * *For help in writing learning objectives, please review this link: <https://tinyurl.com/y9wwqzee>*
- Please describe any existing on-site educational displays, if applicable. **(maximum 500 words)** *
- All travel time will ideally also be educational to maximize CEU credit. Please describe in what ways (if any) your site or tour leaders could provide educational content during that travel time. **(maximum 500 words)** *

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Section 6: Tour Duration, Access Options and Limitations, and Accessibility

Please provide the following information regarding potential tour duration for the proposed site. Please note limitations will not necessarily exclude sites from consideration, but will be a factor in building tour full and half day packages, and also must be communicated to potential tour attendees.

- How long will it take to tour this project / provide an educational overview of sustainable features? *
- Estimated duration as closely as possible, as this will be instructive to the committee in packaging this site with other tour locations into the full and half day tour offerings, and in factoring other logistical considerations.
- What are the best transportation options to/from the site, to your knowledge? List any special means of transportation (such as bicycle, public transit), particularly if they are preferred over tour buses: *
- Does this tour have any of the following limitations? *
 - No limitations
 - Limited handicapped accessibility
 - Entrance or access fees
 - Liability release or insurance certificate required
 - Other:
- If this site has any accessibility limitations, please elaborate upon the nature of those limitations.
Examples: Are elevators available? Main entrance accessible? Are there accessible bathroom facilities?
- Are there any entrance fees or costs to access the project? *
- If you answered YES above, please explain the entry fees or costs per person or group?
- Will tour attendees be required to sign a non-disclosure agreement to tour your facility? *
- Will tour attendees be required to sign a liability waiver to tour your facility? *
- Is safety equipment (hard hats, safety vests, glasses, etc.) required to tour your facility? *
 - If yes, it is your responsibility to provide the required safety equipment to all tour attendees. They will be advised of the restriction and informed to wear proper footwear.
- Will this be an active construction site in November of 2018? *
 - If yes, it is your responsibility to provide the required safety equipment to all tour attendees. They will be advised of the restriction and informed to wear proper footwear.
- Is there a limit on how many individuals may access the site at one time? Please specify exact limit. *
- Please indicate which of the following dates and time frames the site is available to be a part of a Greenbuild 2018 tour: * **(please select all that apply)**
 - 8am - 12pm, Monday 11.12.2018
 - 1pm - 5pm, Monday 11.12.2018
 - 8am - 4pm, Monday 11.12.2018
 - 2pm - 6pm, Friday 11.16.2018
 - 8am - 12pm, Saturday 11.17.2018
 - 1pm - 5pm, Saturday 11.17.2018
 - 8am - 4pm, Saturday 11.17.2018
- Please indicate if the project team is willing to conduct multiple tours. * *i.e. same tour on multiple days/times noted above.*

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Section 7: Security Restrictions

Please provide any security or access restrictions present at this location. Please note that restrictions will not exclude sites from consideration, but will factor into the tour selection, and must be communicated to potential tour attendees. Lack of timely and accurate security information has caused last-minute tour cancellations at previous Greenbuild events.

- Please select all limitations that apply to your site: *
 - Metal detector screening
 - Bag x-ray
 - Government issued photo ID required
 - Restrictions on visits by foreign nationals
 - Advanced submission of ID by attendees to the site security
 - None
- Please indicate number of days required for advance submission of ID. Type N/A if not applicable to your site.
- Please outline restrictions on visits by foreign nationals. Type N/A if not applicable to your site.
- List any other security activities or restrictions not covered above. Type N/A if not applicable.

Section 8: Refreshments and Sponsorship (OPTIONAL)

Tour sponsorship helps us to keep the tours affordable for attendees and supports the Illinois Green Alliance. If you are willing to provide us with additional potential sponsorship contacts or leads that were involved in your project and may be interested in recognition, please answer the questions below.

- Is your site able or interested in providing refreshments or light lunch should the tour timing permit?
- Are you interested in learning about the benefits of officially sponsoring this tour or in other Greenbuild 2018 sponsorship opportunities?
- If you answered YES above, please provide a contact name, phone number and email to reach out about sponsorship opportunities.
- What firm/organization designed the project?
- What firm(s) were involved in the construction the project?
- Who provided any additional services on the project?
- Can you list major materials and manufacturers used on the project?

Section 9: Additional Information

Please provide us with any additional information about your site that was not covered in the previous questions, that you feel is compelling, or helpful for the committee to make an informed tour selection.

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