



SOUTH AFRICAN
INSTITUTE OF
ARCHITECTS
SAIA
saarchitecture.co.za

COVERLAND SAIA ROOFTILE AWARDS OF MERIT 2025/2026

GUIDELINES FOR SUBMISSION

1. Submission forms for projects completed during 1 January 2023 - and 31 December 2025 must be accompanied by the following:

2. An electronic A4 brochure containing:

A). A copy of the submission form signed by the principal architect in practice.

(b) The client's brief to the architectural professional(s).

c) A full list of all the professionals/consultants and contractor(s).

d) A brief description of the Project of approximately 300 words. (This should include a brief summary of why this entry excels).

e) A brief comment on the Project not exceeding 300 words from the user or client.

g) Consent to use all material in social media posts and the SAIA and Coverland websites.

h) In the event of a visit, a locality map with clear instructions on how to reach the site, together with names and contact numbers of the project architect/architect who will be present at the site visit and the contact name of the person who can assist the panel of adjudicators in gaining access to the Project during the inspection.

3. An electronic A1 poster based on the supplied SAIA template, supplied including:

Sufficient scale drawings and photographs to illustrate the Project and its context adequately as follows:

- Entrants must provide 8-12 images (drawings and photos) in electronic format. It should be a mixture of external and internal shots of the Project. The images are used for judging and media purposes. They should convey and highlight what is good about the Project. Both wide shots and close-ups and, if possible, show the building in use.
- Entrants must also provide up to 4 plans in electronic format (e.g. jpegs), including a location plan, site plan, floor plans, elevations and sections.
- File type for images: jpeg, quality, and size: up to 5MB in size, no less than 2MB, DPI: 300. Please note: no symbols in the naming protocol: ProjectName01PhotographerName.jpg.

4. An Instagram ready video is optional but strongly encouraged to these criteria:

The video must be submitted as a single digital file in MP4 or MOV format, encoded using H.264, in portrait (9:16) orientation at a minimum resolution of 1080 × 1920 pixels, with a maximum duration of 15 seconds. The file must be clearly named using the agreed convention (for example: ProjectName_Reel_30s.mp4) and supplied as a downloadable file via email link, cloud storage, or file transfer service.

The submission must be final and upload-ready, with no watermarks, borders, or embedded platform graphics. All text, and key visual elements must sit within the central safe area to allow for Instagram interface overlays. Audio, if included, must be clean and properly mixed. No additional files or alternate versions will be accepted unless specifically requested.

Coverland SAIA

THIS SECTION MUST BE COMPLETED IN FULL BY THE ENTRANT:

Title of Project (as it will appear on the certificate): <i>(Use this title throughout your submission)</i>		Completion date:	
Physical address of Project:			
Practice name:			
Principal Architect:		Cell:	
Email:			
*SAIA Membership No:			
Practice Declaration Must be added			
Name of Client (as it will appear on the certificate):			
Checklist	1 copy of A4 Brochure containing:		
		Copy of submission form	List of Consultants / Contractors
		Description of Project	Client's comment and consent
		Locality map and directions	Drawing, photographs and video
		A1 electronic poster	SAIA Practice Declaration
		Video file	
Submitted by:			

It is hereby confirmed that the client has no objection to any of the submitted material being reproduced for publication in the Region's or SAIA's printed journals or publications, general media, the award presentation or on the SAIA website and that there are no restrictions or fees payable upon reproduction of the report, drawings, photographs or video submitted. The contact person (client) and telephone numbers are:

Name: _____ Tel: ()

It is hereby confirmed that the author/s of the Project has/have no objection to any of the submitted material being reproduced for publication in the Region's or SAIA's printed journals or publications, general media, the award presentation or on the SAIA website and that there are no restrictions or fees payable upon reproduction of the report, drawings, photographs or video submitted.

Signature (if submitted by another; not author/s of the Project)

Date _____

(signature) _____ (name in print)

Signature of Architect/s; SAIA Practice member:

Date _____

(signature) _____ (name in print)