



June 2022
Parade of Homes

CHECKLIST



MODEL INFORMATION Complete one checklist per Home Entry

1 Model Name: _____
 Homes starting from: _____
 Base price of model _____
 Price of model as shown: _____
 (including all installed options)
 _____ Single Family Residence _____ Loft
 _____ Attached Condominium _____ Detached Condominium
 Condominiums will be bannered: **CONDOMINIUM**

3 Square Feet: _____
 (INCLUDE lower level if finished)
 Bedrooms: _____ Baths: _____
 Attached Garage? ___yes ___no Number of cars? _____

4 Subdivision Name: _____
 City or Township Location: _____
 Full Street Address _____
 Zip Code _____ (will not be published - for online map)

2 FEATURES: (BULLET POINTS)
 PLEASE EMAIL TO: susanas@builders.org
 • _____
 • _____
 • _____
 • _____
 • _____
 • _____
 • _____
 • _____

5 Company Name: _____
 Company Phone: _____
 Model Phone: _____
 Hours my model is open: _____
 Closed Holidays? ___Yes ___No
 Website: _____

6 Optional:
 Banner My Home Strip: (if your model is either under construction, not available for showing or pre-construction.)
 _____ **UNDER CONSTRUCTION** _____ **NOT AVAILABLE FOR SHOWING**
 _____ **PRE-CONSTRUCTION** _____ No Banner

MATERIALS Please label material with the builder and model name

7 Photo or Architectural Rendering - **FRONT EXTERIOR FOR MAGAZINE. UP TO 3 INTERIOR PHOTOS FOR WEBSITE.**
 Should we re-use materials which have previously appeared?
 ___ no ___ yes ___year
 New Material provided:
 ___ Color _____ Black & White
 ___ Photo _____ Rendering _____ Digital file
 (see below)
8 Company and Community Logos
 ___ From letterhead or business card _____ Digital file
9 Location Map ___ Hardcopy _____ Digital file
 IMPORTANT - Short written description of location. Include COUNTY.

10 Please enter my model in the Architectural Judging.
 To be eligible for architectural judging house can **NOT** have been a Blue Ribbon winner in 2020 Parade.
 Required:
 Floorplan ___ Hardcopy _____ Digital file
 Floorplan (8 1/2" x 11" brochure size, portrait style) for use in Architectural Judging and/or display at Home Shows only.
 Homes cannot be included in Judging without floorplan.

11 REQUIRED FOR ALL ENTRIES: Please provide a Certificate of General Liability Insurance with the HBA as a "Named Insured".

DIGITAL FILE REQUIREMENTS

HOME IMAGES must be PhotoShop compatible raster images in Tiff, JPEG, PNG or PhotoShop EPS format. The Home Image should be 12.5" X 7.5" at a resolution of 300 dpi. Illustrator (vector) renderings are also acceptable.
MAPS and LOGOS are acceptable as vector or raster files. Illustrator (vector) files are preferred. For maps, raster files must be 300 dpi at no less than 100% placement size (1.9" X 1.6") and are acceptable in Tiff, JPEG, PNG or Photoshop EPS format.

FLOORPLANS are acceptable as vector or raster files. Illustrator (vector) files are preferred. Raster files are acceptable in Tiff, JPEG or Photoshop EPS format, (8 1/2" x 11", portrait style).

NOTE: The resolution of images from websites is too low for print purposes. Image files from websites are unacceptable for use in this program.

Digital material for Parade of Homes may be sent to: susanas@builders.org

Return this form and your material to:
HBA • 30400 Telegraph Road, Suite 202, Bingham Farms, MI 48025
Phone: (248) 862-1016 Fax: (248) 538-4078