

# Professional Lighting Designers' Association

## Application Guidance Notes

### 1. Notes on Submission:

All applicants should *read these notes carefully*. These guidance notes are intended to improve the applicant's possibility of being accepted at the preferred grade and importantly, to speed up the approval process.

Applications for Student, Educator and affiliate grades are reviewed by Head Office and are normally processed within four weeks.

Applications for other grades, i.e., Professional, Associate and Design Member are assessed by a minimum of four peer reviewers, usually in four separate countries. For practical reasons, applications are reviewed within a quarterly period. **Deadlines are: 01 January, 01 April, 01 July and 01 October.**

Reviews normally take a minimum of 12 weeks, longer if the information in these guidance notes is not adhered to, so a candidate submitting an application by, say, the 01 April deadline should expect a decision by 01 July.

These guidance notes are in six parts:

1. This section – *Notes on Submission*, detailing information which the applicant is required to submit. *All candidates* should read this section.
2. *Format*, detailing the required format of the documentation to be provided. Only *Professional & Associate* candidates need read this section.
3. *Documentation*, detailing the content and nature of documents, drawings and photographs to be submitted. Only *Professional & Associate* candidates need read this section.
4. *Guidance on Upgrading Membership*
5. *Guidance on Transferring Membership*
6. *Checklist*, providing a reminder for *all candidates* prior to sending in application.

### Membership category:

All:

### Applicants must provide:

- Completed application form, signed;
- Copy of educational degree/ diploma (if relevant);
- Recent photograph of applicant;
- Full curriculum vitae/ resumé (except Student)

### Professional & Associate (plus transferring members of IALD and ACE):

Complete all parts of the form. Provide one completely documented project.

### Professional member:

In addition to completely documented project, provide two abridged projects.

### Associate upgrade:

Provide career update plus two abridged projects.

### Design Member:

- Details of your current employer and your job title;
- Your educational qualifications.

### Student:

- Details of course on which presently enrolled, eventual qualification gained, course completion date and brief description of subjects studied.

### Affiliate / Educator:

- Details of educational establishment(s) with which you are affiliated and course(s) taught.

### Affiliate / Coordinator:

- Details of your current employers and job description.

### Affiliate / Allied:

- Details of your current / previous employers and job description.

### Commercial Affiliate:

- Details of your current / previous employers and job description.

### Press Affiliate:

- Details of magazine(s) and journal(s) to which you have contributed in the last two years;
- Details of your current employer, or indicate if self-employed / freelance.

### 2. Format:

**Language:** The application and all documentation should be provided in *English*. This will enable all reviewers in all countries to assess submissions. Exceptions are allowed, for instance, purely technical information on drawings and schedules, but all other text should be provided in English. If this is not possible for any reason, it will be necessary to obtain translations from Head Office and/or conduct an interview with the candidate. In either event, the standard application review period of three months cannot be assured.

**Electronic documents:** Provide all documentation *electronically*, preferably in Adobe Acrobat (PDF) format. If you do not have access to Acrobat Writer software, it is still better to provide electronic documentation which can be written to PDF format by Head Office. Electronic documents speed up the process as they can be distributed to membership reviewers in different countries quickly and can be copied and reviewed simultaneously.

**Hard copy documents:** If it is not *possible* to provide documentation electronically, supply hard-copies in the following format (*only*):

Drawings: A3 format (or A4 if appropriate); Documents: A3 or A4  
Photographs: up to A3. The candidate should note that the safe return of documents cannot be guaranteed, especially where these are sent between different countries for review. Valuable images and drawings etc. are sent at the applicant's risk.

### 3.0 Documentation:

**General:** Provide information in a concise format. Do not provide *more* information than requested; submission of unnecessary information will slow down the review process.



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### 3.1 Completely documented project

**Written description:** In no more than 200 words, describe your client's brief, project conditions, goals and aspirations. Detail your interpretation including how you believe you met this brief and project challenges or limitations. Provide details of the client's name, project partners, project size and approximate cost of the lighting installation specified.

**Concept documentation:** Can be in the form of: Sketches and hand-drawings; Presentation material, i.e., cut-sheets, renders, artwork, PowerPoint slides; Written descriptions, narrative; Photographs of mock-ups etc.

**Lighting design drawings:** Provide *no more than six* supporting drawings unless absolutely necessary to illustrate project. These can be: Layout drawings (plans with equipment positions); Detail drawings (particular design details / luminaires used etc.); Sections or elevations.

**Equipment schedule:** Detailing luminaires supplied for the project. The schedule should illustrate the designer's understanding of the equipment specified including physical characteristics, lamp type, control gear and line-voltage etc.

**Control information:** For simple schemes, or where appropriate, circuit lines on layout drawings will be sufficient. For larger or more sophisticated schemes, a full control schedule would be expected, demonstrating the designer's understanding of channels / zoning, scene-setting and equipment specified.

**Lighting calculations:** If applicable and prepared for project. For example, hand-prepared estimates to computer isolux plots and renders.

**Completed project images:** Photos must be a true representation of the scheme. They do not need to be of professional quality. If fill lighting has been used or the photograph has been manipulated or enhanced, this should be noted with submission. There is no minimum or maximum number of images, but as a guide, the candidate should provide between three and six photos, depending on the project size.

**Publications:** The candidate should note that publications and articles are *not necessary* for submission with their application, but if these are available either describing a project submitted for review or demonstrating the candidates' professional competence in any aspect, then publications may help the review process.

### 3.2 Abridged Project

**Written description:** 200 word maximum written description as described under 'completely documented projects'.

**Completed Project Images:** Between (approximately) three and six photographs as described under 'completely documented projects'.

### 4. Upgrading membership:

To upgrade from Design member to Associate of Professional member, please submit a new and complete application form and provide all documents required for the grade to which you wish to upgrade.

To upgrade from Student member to Design member please provide a new and complete application form.

To transfer or upgrade from an Affiliate grade to any other grade, a new and complete application is required.

To upgrade from Associate member to Professional member please submit an application form including the date at which you were awarded Associate membership under 'Additional Information' in section 3.0 of the form and material as described for two abridged projects only.

Note: All Affiliates except Educators must re-apply for continuing membership after two years if they have not applied to transfer or upgrade to another grade.

### 5. Transferring membership

*Corporate Members* of IALD may apply for Professional grade in the Professional Lighting Designers' Association by completing a membership form in full and providing one completely documented project. Other grades of IALD membership will be required to apply with full documentation as required for the grade to which they are applying.

*Full voting* members of ACE may apply for Professional grade in the Professional Lighting Designers' Association by completing a membership form in full and providing one completely documented project. Other grades of ACE membership will be required to apply with full documentation as required for the grade to which they are applying.

Full members of other Lighting Design associations should provide full details of the membership requirements for their association to Head Office for advice on possible relaxations in gaining membership at a similar grade in the Professional Lighting Designers' Association.

### 6. Checklist:

Ensure that you have provided the information / documentation listed on page one of these Guidance Notes.

### 7. Membership categories and annual fees

#### Voting:

**Fellow:** (no fee)

**Professional / Associate:** € 260 (owner of an independent practice)  
€ 155 (employed in an independent practice)

#### Non-voting:

**Student:** € 26

**Design member:** € 260 (owner of an independent practice)  
€ 155 (employed in an independent practice or upgraded directly from Student membership as membership fee for the first year)

**Affiliate grades** with the exception of Educators (Coordinator / Allied / Commercial / Press): € 260. All Affiliate grades are required to reapply for membership after two years.

**Affiliate (Educator):** € 260 (owner of an independent practice),  
€ 155 (employed by a university)

**Circle of Sponsors:** company membership for a minimum of three years. One annual fee as a special donation on joining plus three further annual fees (see Agreement).