PROPOSAL Upload checklist

Use this tool to organize your team’s submission – add your written components in this document and mark each video and graphic component complete as you work through your Battle of the Brains journey.

Character and word count tools: [Microsoft Word](https://support.microsoft.com/en-au/office/show-word-count-3c9e6a11-a04d-43b4-977c-563a0e0d5da3) | [Google Docs](https://support.google.com/docs/answer/39003?hl=en&co=GENIE.Platform%3DDesktop)

**Submission Details**

|  |
| --- |
| **Exhibit title** |
| *Your text here.* |

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| --- |
| **Exhibit theme or main idea***Max. 15 words* |
| *Your text here.* |

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| --- | --- |
| **Team Roster***Suggested file name: "[exhibit title] roster"**Please include first name, last name and grade of all student team members.**Allowed file types for upload: document, spreadsheet, PDF**File size max. 1 MB* | **Team Roster***File upload* |
|  |

**Section 1: Cover Letter**

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| **Cover Letter***Max. 1,500 characters* |
| *Your text here.* |

**Section 2: Interactive Exhibit Engagement**

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| --- | --- |
| **Exhibit Floor Plan**[*See templates*](http://www.botbkc.com/wp-content/uploads/2023/08/botb7-space-templates.pdf) *(choose one)**Suggested file name: "[exhibit title] floor plan"**Allowed file types for upload: document, spreadsheet, PDF**File size max. 10 MB* | **Exhibit Floor Plan***File upload* |
|  |

*Suggested file name: "[exhibit title] element [#]"*

*Allowed file types for upload: document, PDF, image*

*File size max. 10 MB*

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| --- | --- | --- |
|  | **Exhibit Element****Descriptions***Max. 1,500 characters per exhibit element* | **Exhibit Element Graphics***File upload* |
| **Exhibit****Element 1** | *Your text here.* |  |
| **Exhibit****Element 2** | *Your text here.* |  |
| **Exhibit****Element 3** | *Your text here.* |  |
| **Exhibit****Element 4** | *Your text here.* |  |
| **Exhibit****Element 5** | *Your text here.* |  |
| **Exhibit****Element 6** | *Your text here.* |  |

**Section 3: Constructability Statement and Construction Materials Estimate**

[*See example*](http://www.botbkc.com/wp-content/uploads/2023/07/construction-materials-estimate-examples.pdf)

*Suggested file name: "[exhibit title] materials list"*

*Allowed file types for upload: document, spreadsheet, PDF*

*File size max. 1 MB*

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| --- | --- |
| **Constructability Statement***Max. 1,500 characters* | **Construction Materials Estimate***File upload* |
| *Your text here.* |  |

**Section 4: Commercial**

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| [*See examples*](https://youtu.be/FEYOGojv5y4?si=wqEd7G39uBzMLVqn&t=71)*Suggested file name: "[exhibit title] commercial"**Allowed file types for upload: video**File size max. 1 GB**Max. 1 min.* | **Commercial***File upload* |
|  |

**Section 5: Billboard**

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| [*See template*](http://www.botbkc.com/wp-content/uploads/2023/08/botb7-billboard-template.pdf)*Suggested file name: "[exhibit title] billboard"**Allowed file types for upload: document, PDF, image**File size max. 10 MB* | **Billboard***File upload* |
|  |

**Section 6: Team Choice Video**

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| --- | --- |
| *Suggested file name: "[exhibit title] team choice"**Allowed file types for upload: video**File size max. 10 GB**Max. 3 min.* | **Team Choice Video***File upload* |
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