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.* |

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

|  |  |
| --- | --- |
| **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**

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

**Section 2: Interactive Exhibit Engagement**

|  |  |
| --- | --- |
| **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*

|  |  |  |
| --- | --- | --- |
|  | **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*

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

**Section 4: Commercial**

|  |  |
| --- | --- |
| [*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**

|  |  |
| --- | --- |
| [*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**

|  |  |
| --- | --- |
| *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* |
|  |