

Final Checklists

These checklists are in order of when deliverables are typically due. Make sure you have the correct deadline from your educator or mentor for each deliverable.

City Essay Checklist

- ☐ Include the name of your city on each page of your City Essay. Remember that the name of your future city needs to remain the same throughout the competition.
- ☐ Check the word count: 1,500 words is the maximum number allowed. Word count does not include the title and reference list but does include captions and words that appear within a graphic, illustration, or table.
- ☐ Place the exact word count of your essay at the end of the essay (this does not count as part of the word count).
- ☐ Count the graphics. A maximum of four graphics/illustrations are allowed.
- ☐ Cite your sources. Use the Modern Language Association (MLA) format.
- ☐ Review your City Essay to ensure it is free of spelling and grammar errors.
- ☐ Upload your City Essay as a Word document to the Educator Dashboard at FutureCity.org.

City Model Checklist

- ☐ Double-check your City Model against the Competition Requirements.
- ☐ Complete a City Model ID card. Include:
 - City Name
 - School/Organization name
 - Scale(s) used for the model or model segments
- ☐ Verify how the model will be transported to the competition. Models may sustain damage in transit. Teams are encouraged to bring repair kits. The model needs to be sturdy enough for staff and volunteers to move it during the competition.

City Presentation and City Q&A Checklist

- ☐ Time your presentation. Remember you have 7 minutes for the presentation.
- ☐ Review the Practice Questions.
- ☐ Check the day, time, and location of your team's live session with the judges.

Project Plan Checklist

- ☐ Make sure each part of the Project Plan (four in total) is uploaded as a separate PDF via the Educator Dashboard at FutureCity.org.

Competition Forms Checklist

The following forms need to be submitted via your Educator Dashboard prior to the competition.

- ☐ **Competition Expense Form & Receipts**
Fill out the Competition Expense Form with all of the materials used to build the model and the materials that appear in the presentation video. Remember that you cannot exceed a combined total of \$100.
- ☐ **Honor Statement**
The Honor Statement must be electronically signed by each student team member and the team educator and mentor prior to the competition.
- ☐ **Media Waiver**
The Media Waiver must be completed and electronically signed by the parent/guardian of every student team member prior to the competition.



Educator Dashboard

Visit Dashboard.FutureCity.org to organize your team's participation, including your region's competition dates, submission guidelines, and links to required forms (like the Honor Statement, Expense Form, and more).