



2018 Ohio Competition Administrative and Deliverables Checklist

December is an extremely busy time for us all! We know that completing your deliverables for the competition are just one of the many things you are balancing this time year and we are striving to make your experience as easy as possible. Below is a list of items that must be completed via the Content Management System (CMS, www.futurecity.org) between now and the competition. We encourage you to print out this checklist so you and your team can ensure you've completed all of these items.

- _____ Pay the \$25 registration - online or via check¹ (Due November 30)
- _____ Recruit a mentor AND have them registered in the CMS
They can register by going to www.futurecity.org/register. If you need assistance identifying a mentor, let us know as soon as possible.
- _____ Create a team in the CMS (Due December 15)
The name of your team should be the name of your city for competition day
- _____ Enter student names for your team (Due December 15)
You must have at least three students. You may of course enter more if your team is larger.
- _____ Upload your Virtual City to the CMS (Due December 15; final cut off December 22)
- _____ Upload your Essay to the CMS (Due December 15; final cut off December 22)
- _____ Upload the Project Management Plan (Due January 6; no exceptions)
- _____ Finalize your model and presentation (Competition Day – January 13)
- _____ Complete your honor statement, media form and expense form
These can be uploaded to the CMS prior to competition day or brought with you day-of

In addition to these items, your team should be thinking about travel plans to competition day. The event will be held in Columbus on Saturday, January 13th beginning at 8:00am and ending around 4:00pm. A draft agenda will be distributed in mid-December with more details. Your team will also receive a detailed logistics packet the week prior to competition day.

You can find a copy of the official deliverables deadlines at <https://futurecity.org/region/news/2017-2018-program-deadlines>.

¹ Checks should be made Payable to Future City Competition Ohio Region and mailed to: Future City Competition Ohio Region, 250 W. Old Wilson Bridge Road, Suite 300, Worthington, OH 43085. If you need an invoice, please contact ohio@futurecity.org as soon as possible.