REQUIRED to be submitted by Wednesday, January 15th @ Midnight
I have submitted:

- **FINAL Team Participation Information** (MUST COMPLETE IN THE ONLINE CMS)
  - This information is used for certificates, nametags, etc..
  - Please be sure to spell names as you want them to appear.
  - Submitting this information tells us that this team will definitely be at the competition.

REQUIRED to be submitted by Friday, January 24th @ 1pm

**MEDIA WAIVER AND HONORS STATEMENT**
These forms MUST be completed in the CMS by 1/24/2020 @ 1pm.

- **Media Waiver Forms**
  - Please follow the instructions sent via email on 1/6/2020
  - Students: [https://secure.futurecity.org/ParentBin/Student/Waiver](https://secure.futurecity.org/ParentBin/Student/Waiver)
  - Mentors WITHOUT a CMS Account: [https://secure.futurecity.org/MentorBin/Mentor/Waiver](https://secure.futurecity.org/MentorBin/Mentor/Waiver)
  - Educator and Mentor with CMS Access: simply log into your Future City account and select the “Educators Pages” or “Mentors Pages” dropdown, then choose “Submit a Media Waiver.”

  - Please complete and upload to the CMS.
  - Log In: [https://secure.futurecity.org/SCarolina/Teacher](https://secure.futurecity.org/SCarolina/Teacher)
  - Educator, Mentor and Students: Completed and Signed

REQUIRED to have for the competition on January 25th

**REGIONAL COMPETITION DAY**

- I have the 4” x 6” **Model ID card** that will be displayed with the model.  
  *(Handbook pg. 71 for specifics)*

- I have the **Competition Expense Form** (One per team) filled out with receipts attached.  
  - All physical model and presentation materials must be included on expense form.  
  - Competition expenses may not exceed $100.
  - When in doubt give it a value!
  - There will be a team of judges that will check the expense form against your model.

- The **Model Dimensions** have been measured and do not exceed guidelines.  
  *(Handbook Page 71)* There will be a team of judges that will check the dimensions.

- The **Visual Aids/Props** guidelines have been followed. *(Handbook Page 78)*

- I have materials for repair needs. *(glue, tape, etc.)*
REMINDS AND TIPS:

- Review Practice Questions for Model/Presentation judging: https://futurecity.org/practice-questions

- Review scoring rubrics for presentation and model scoring.
  - (Handbook Pages 75-77 and 80-83)

- Review Final Checklists.
  - (Handbook Pages 84)

- Review Competition Rules
  - (Handbook page 85-86)

- Review Scoring Deductions.
  - (Handbook Pages 87)

Preliminary Model/Presentation Judging
- Teams will present to a set of judges.
  - Schedules will be set by Regional Coordinators
  - 5-7 minute presentation followed by judge’s questions.
- Teams will have to move their models from the Student Activities Center (SAC) gym/lobbies to the competition rooms next door in the Business and Education Building.
  - Be sure your students can carry their model and all water can be drained or contained before moving.
- There will be two easels in each judging room for the team presentation.

Special Awards Judging
- Be sure to review the Special Award Judging Criteria. Sent via email and can be found @ https://www.usca.edu/rpsec/events/future-city/2020-special-awards-criteria/file
- Special awards judging will be held in the SAC gym/lobbies when your students are not doing their preliminary presentations in the judging rooms.
- If your students wish to use easels during special awards judging, the team will need to provide them. Easels ARE NOT provided in the gym/lobbies for Special Awards judging.

Final Round Judging
- The top three teams’ models and presentations will be judged once again during the final round.
- This takes place on stage in front of an audience
- Students will use a provided handheld microphone. (Think about this as your teams are finalizing their presentations)

By following this checklist, hopefully you will avoid some costly scoring deductions.