INTERNATIONAL SUBMISSION PREPARATION GUIDE

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MAKING YOUR SUBMISSION PROCESS EASIER

We understand this is a lot of information to gather, but please note that it's very important we get all correct information in your submission.

Incomplete or inaccurate submissions slow our judging process because we have to reach out for clarification. We know you're busy and can't always respond to follow-up questions quickly.

That's why we created this guide - so you can gather all required information ahead of time. Yes, the form is extensive, but being prepared will save you time and help ensure your winners get proper recognition.

PRO TIPS FOR SUCCESS

During Your Event:
- Assign someone to measure structures - don't wait until teardown
- Count cans as teams build - don't estimate
- Document ingredients in real-time
- Take photos during construction, not just final structures
- Get your donation receipt immediately

Information Collection:
- Use business cards for contact info when possible
- Have teams verify information before leaving
- Get phone numbers, not just emails for winners
- Measure structures before teardown begins

Photo Organization:
- Create your Google Drive/Dropbox folder before the event
- Follow the naming convention exactly
- Test your sharing link before submitting
- Keep backup copies

Avoid These Mistakes:
- Forgetting structure dimensions
- Not getting exact can counts and ingredients
- Using informal company names
- Poor photo naming
- Donation totals that don't match receipts
- Waiting until after the event to collect information

Taking time to collect complete information during your event will save hours of follow-up work later!

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PHOTO UPLOAD INSTRUCTIONS

⚠️ **This section is extremely important!** Without proper photo organization and naming conventions, it becomes very difficult for judges to fairly consider your submissions.

Step-by-Step Instructions:

1. Create a Shared Folder
Upload ALL your structure photos to a cloud storage service like Google Drive or Dropbox. Create a folder specifically for your Canstruction event and make sure it's set to "public" or "anyone with the link can view."

2. Include Your Donation Receipt
Upload your donation receipt or letter from your food bank/pantry/hunger relief organization to the SAME folder. This document must show the exact totals you'll enter in the donation section.

3. Follow the Naming Convention EXACTLY
Each photo MUST be named using this format: City/Category/StructureName

Examples:
- Boston_BOD_Apple.jpg (Best Original Design)
- Boston_BSI_Castle.jpg (Best Structural Integrity)
- Boston_BUL_Lighthouse.jpg (Best Use of Labels)
- Boston_BM_Farmhouse.jpg (Best Meal)
- Boston_MC_Tower.jpg (Most Cans)
- Boston_PC_Bridge.jpg (People's Choice)

4. Maximum 3 Photos Per Structure
You can upload up to 3 photos for each structure. Number them if needed:
- Boston_BOD_Apple.jpg
- Boston_BOD_Apple2.jpg
- Boston_BOD_Apple3.jpg

5. Share the Link
Copy the sharing link from your Google Drive or Dropbox folder and paste it in the form field below. Make sure judges can access it without needing permission.

⚠️ **WARNING:** Incorrectly named photos or broken links will significantly delay the judging process and may result in your structures not being properly evaluated. Double-check your work before submitting!

INTERNATIONAL SUBMISSION PREPARATION GUIDE

CITY CHAPTER INFO

Chapter Name:

Chapter Email:

Chapter Phone:

COMPETITION INFO

Event Start Date:

Total # of Teams:

DONATION TOTALS

Total Cash Donated:

Total Cans Donated:

Total Food Donated:
(in pounds)

INTERNATIONAL SUBMISSION PREPARATION GUIDE

PARTICIPATING TEAMS:

For each team participating in your event, gather the team name, firm/organization name, team captain name and team captain email.

Team #1:

Team #2:

Team #3:

Team #4:

Team #5:

INTERNATIONAL SUBMISSION PREPARATION GUIDE

BEST ORIGINAL DESIGN WINNER:

Structure Name:

Company/Organization:

Team Contact Name:

Contact Email:

Structure Dimensions:
(L x W x H) in feet

Number of Cans:

Mission Statement:
(Brief description of the structure and its meaning)

Ingredients:
(Exact number of each type of cans used in the structure.)

***Tip:** During the submission process, you will also be asked to upload a single photo of each winning design separately, so be sure to have it ready!*

INTERNATIONAL SUBMISSION PREPARATION GUIDE

BEST STRUCTURAL INTEGRITY

Structure Name:

Company/Organization:

Team Contact Name:

Contact Email:

Structure Dimensions:
(L x W x H) in feet

Number of Cans:

Mission Statement:
(Brief description of the structure and its meaning)

Ingredients:
(Exact number of each type of cans used in the structure.)

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INTERNATIONAL SUBMISSION PREPARATION GUIDE

BEST USE OF LABELS

Structure Name:

Company/Organization:

Team Contact Name:

Contact Email:

Structure Dimensions:
(L x W x H) in feet

Number of Cans:

Mission Statement:
(Brief description of the structure and its meaning)

Ingredients:
(Exact number of each type of cans used in the structure.)

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BEST MEAL

Structure Name:

Company/Organization:

Team Contact Name:

Contact Email:

Structure Dimensions:
(L x W x H) in feet

Number of Cans:

Mission Statement:
(Brief description of the structure and its meaning)

Ingredients:
(Exact number of each type of cans used in the structure.)

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INTERNATIONAL SUBMISSION PREPARATION GUIDE

MOST CANS

Structure Name:

Company/Organization:

Team Contact Name:

Contact Email:

Structure Dimensions:
(L x W x H) in feet

Number of Cans:

Mission Statement:
(Brief description of the structure and its meaning)

Ingredients:
(Exact number of each type of cans used in the structure.)

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PEOPLE'S CHOICE

Structure Name:

Company/Organization:

Team Contact Name:

Contact Email:

Structure Dimensions:
(L x W x H) in feet

Number of Cans:

Mission Statement:
(Brief description of the structure and its meaning)

Ingredients:
(Exact number of each type of cans used in the structure.)

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HONORABLE MENTIONS

In the space below, please list any non-winning structures from your competition along with the name of the organization who built them. These will be used to mention those teams in our marketing materials.

MEDIA & PRESS

During the submission process, you will be asked to supply any links to videos or articles from the press/media featuring your event. Use the space below to jot down any that you'd like to include later.