

Canstruction® Houston

Team Checklist

Use this checklist to track deadlines and forms.

Events and Deadlines

Date	Description	Done	Notes
	Call for Entry - Start Date	<input type="checkbox"/>	
	Kickoff Meeting	<input type="checkbox"/>	
	Call for Entry – Final Entry Date	<input type="checkbox"/>	
	Submit Team Members' Names Form	<input type="checkbox"/>	
	Submit Order Form (lunches, invites, t-shirts)	<input type="checkbox"/>	
	Distribute Gala invitations to sponsors	<input type="checkbox"/>	
	Submit Structure, Title, Story and Sketch	<input type="checkbox"/>	
	Submit Team Sponsors Form	<input type="checkbox"/>	
	Turn in Free Sign File (jpg) to A&E for printing	<input type="checkbox"/>	
	Submit Can information	<input type="checkbox"/>	
	Site Selection/T-Shirt Party	<input type="checkbox"/>	
	Verify security list	<input type="checkbox"/>	
	Arrange transportation for cans	<input type="checkbox"/>	
	Load In	<input type="checkbox"/>	
	Build Day	<input type="checkbox"/>	
	Cover team name for judging (by 10:00 am)	<input type="checkbox"/>	
	Awards Ceremony	<input type="checkbox"/>	
	DeCanstruction	<input type="checkbox"/>	

You do not need to return this to the Canstruction Houston Committee.
This is for your use only.

