



**WORLD COSPLAY SUMMIT**  
**AUSTRALIAN PRELIMINARY COMPETITION**  
**TEAM BUILD BOOK GUIDE 2024**

**Welcome to the Team Build Book Guide.**

This document is the accompanying Guide to the WCS Australian Preliminary Competition **Team Build Book Template** offered on our website.

This Guide is designed to help a Cosplay Team create, format, and submit a comprehensive and complete **Team Build Book** for their **ITEM 3- Cosplay Team Entry** to the WCS Australian Preliminary Competition. (See Section 2.5 and Section 12 of the **Rules, Requirements & Guidelines**).

The **Team Build Book** is an integral part in the process of determining if a Cosplay Team will be offered an **ITEM 5- Invitation to Compete** (section 2.10).

As per Section 12 of the **Rules, Requirements & Guidelines**, each Cosplay Team is only required to **submit a single Team Build Book as a PDF, no larger than 500mb in size**. It should be formatted to be A4 in portrait orientation.

The Team Build Book Template will be available for download from the WCS Australia website <https://www.wcsaustralia.com.au/>. This is a "Microsoft Powerpoint" .pptx file.

If you require further clarification after fully reading the TEAM BUILD BOOK GUIDE document, please contact WCS Australia via the official contact means only:

WCS Australia Email - [worldcosplaysummitaustralia@gmail.com](mailto:worldcosplaysummitaustralia@gmail.com)

- When contacting WCS Australia via email, please write the words 'Team Build Book Query' in the subject of the email and give as detailed description as possible about your question/query in the body of the email.
- **DO NOT** contact any WCS Australia staff or volunteers by any other means with questions/queries in regards to the Team Build Book Template/Guide.
- WCS Australia is not responsible for any misunderstandings or false information that arises from contacting individuals or discussing the Team Build Book Template/Guide via any channels other than the WCS Australia email address.

### ***Why is the template a Powerpoint file?***

This is the same file format that a **Team Australia** is expected to use when submitting their Team Build Book to participate in the **World Cosplay Summit Championship** in Japan.

### ***We have downloaded the Team Build Book Template, now what?***

Upload the document to your Google Drive and make sure that it is 'shared' with both Cosplay Team Members.

Once uploaded to Google Drive, you can open it online using Google Slides.

You are now ready to get started! Remember to work together!

It is BOTH Team Member's job to complete the Team Build Book!

### ***What is the benefit to using Google Slides (Powerpoint for Google Drive)?***

A few reasons-

- A Team Australia is expected to write their Team Build Book for the **World Cosplay Summit Championship** using Slides so that WCS Australia can mentor and guide them.
- Both Members can have access simultaneously to the file and work on adding their own WIP information and photos.
- If the members of the Cosplay Team don't live close to each other, or live in different states of Australia, you can both still be working on it at the same time!
- It is super easy to export it (download it) as a .PDF file, which is the required format for the Cosplay Team Entry.
- Importing WIP photos and adding text is straightforward. No more having to deal with Microsoft Word jumping text and WIP photos all around when you only just wanted to add one more line.

### ***We have the Team Build Book Template, what should we put in it?***

The Team Build Book should contain **Construction Process and Crafting Information** for all Cosplay Costumes and all Weapons & Handheld Props made by the Cosplay Team.

**This is stuff like-** The construction process of garments, sewing techniques used, patterning, mockups, armour building, testing of materials, programs used (CAD, 3D modelling, etc), wig work, 3D printing, materials used, foam, thermoplastics, woodwork, electronics, etc. Basically, just tell us how you made things!

**But remember!** This information must be supported by photographic evidence - Work In Progress Photos (WIP photos) of the construction process and, where possible, the finished item. Show us you worked hard on it, and that it was made by the Cosplay Team!

***Bonus:*** The **Team Build Book** is also a space for you to explain your design choices, costume selection, new or special techniques, any triumphs or challenges, and to highlight your favourite elements. The **Team Build Book** should be a celebration of your hard work!

### **How do we go about showing off our WIP then?**

There are a number of pages in the Team Build Book Template that are here to help you!

#### **Cosplay Costume and Weapons & Handheld Props Work In Progress pages/slides-**

- The Team Build Book Template includes three example layouts you can use to show your Cosplay Costume and Weapons & Handheld Props. Feel free to stick to one format or to use all of them - do what works best for you!
- Cosplay Costumes WIP should include everything that makes up a Cosplay Costume - show us your: sewing; armour; accessories; shoes; wigs!
- If your Cosplay Team doesn't have any Weapons or Handheld Props, that's ok, just delete the relevant pages in the Team Build Book Template.
- Include important information on all relevant pages, such as: the Character Name; what part of the Cosplay Costume/Weapons & Handheld Props is shown in the WIP photos; who made/worked on that part.
- And YES! You can mix reference images with the WIP photos to illustrate which element you are working on.

#### **3D Printing slide-**

- The Team Build Book Template includes one example layout you can use to show your 3D Printing.
- 3D Printing WIP should include every important process you used on your 3D printing - show us your: modelling, printing, finishing, painting, etc.
- If your Cosplay Team doesn't have any 3D printing, that's ok, just delete the relevant pages in the Team Build Book Template.
- Include important information on all relevant pages, such as: the Character Name; what part of the Cosplay Costume/Weapons & Handheld Props is shown in the WIP photos; who made/worked on that part.
- And YES! You can mix reference images with the WIP photos to illustrate which element you are working on.

***Bonus:*** Don't forget to also show off that random cool stuff! SFX makeup, LED lighting you added into your sword, that over the top 90s anime wig that defies gravity, that cool thing you do to get that quick change done quicker, etc. If you think it's cool, so will we! (If your Cosplay Team doesn't have any of these things listed, don't worry! They are just examples and not the only thing that makes amazing Cosplay Costumes!).

#### **Completed Cosplay Costume and Completed Weapon or Handheld Prop pages/slides-**

- The Team Build Book Template includes two example layouts you can use to show your COMPLETED Cosplay Costume and Weapons & Handheld Props. Feel free to stick to one format or to use all of them - do what works best for you!

- THESE PAGES/SLIDES ARE OPTIONAL. These pages/slides are not required if the Cosplay Team does not have a completed Cosplay Costume/completed parts of a Cosplay Costume, or completed Weapon/s or Handheld Prop/s.
- Include important information on all relevant pages, such as the Character Name, etc.

#### **Audio & Background Video page/slide-**

- Include any interesting WIP your Cosplay Team did for the Audio & Background Video. Did you Record a Live action video? Lean 3D animations for the video? Record Voice lines under a blanket to get clean sound? etc.

#### **Stage Props & Handheld Stage Props page/slide-**

- Include any interesting WIP your Cosplay Team did for the Stage Props & Handheld Stage Props. Working out how to build things, the plans on how to pack down, etc.
- Include Reference Images, inspiration Images, etc.
- THIS PAGE/SLIDE IS OPTIONAL. This page/slide is not required if the Cosplay Team does not have any Stage Props & Handheld Stage Props.

#### **Performance Page-**

- Give some insight to the ideas and plans your Cosplay Team has for the Performance. Such as: if you have a quick change plan; any stage combat; etc.
- The Cosplay Team does not need to provide a full Performance rundown or script. Just an overall idea of what they have planned.

### **-FAQ Team Build Book Template file-**

***There is a lot of random text on the Team Build Book Template, what does it all mean and what do I do with it?***

*(Text Style 1)* - Black text that is Italic and in Brackets.

This is required information that must be added by the Cosplay Team.

The Italicised and Bracketed text should be deleted when you fill in the required information.

Example: *(Team Name)* - Team Build Book *(20XX year)*

Becomes: Moon Knight - Team Build Book 2023

*Text Style 2* - Blue Italic Text, that has a Grey Highlight colour.

Instructions and Information giving examples of what should be included by the Cosplay Team, such as: Text information, Work in Progress photos and Reference Images, etc.

The grey highlighted blue text is a guide only and should be removed from the final version of the Team Build Book.

**Text Style 3** - Black Bold Text, with Pink Highlight colour.

Used to introduce Example Layouts, and indicate if a page/slide is optional.

The highlighted text is a guide only and should be removed from the final version of the Team Build Book.

***We want to show off our Cosplay Team's personality a bit more in our Team Build Book. Do we have any formatting/design options, or do we have to just stick to the Team Build Book as is?***

We are more than happy for your Cosplay Team to add a bit of personality into your Team Build Book. However, there are a number of things that we ask you to keep in mind.

### **If you want to change the Font-**

For your references, the WCS Australia font is Tahoma. The Team Build Book Template also uses this font. If you wish to use a different font, you can - but consider your font choice.

A decorative cursive script might be difficult to read when compared to a simpler sans serif font. Here are some easy to read Font Examples:

- Times New Roman
- Garamond
- Arial
- Calibri

***Bonus:*** *Think about your font size and line spacing as well- using super small size font and having a large amount of text is hard to read and not recommended.*

### ***Can we use colours? Like background and font colour?-***

Yep! Just like the font, feel free to change the colours of font/background if you wish.

However, **think carefully about your colour choice** - remember that Team Build Books will be printed (by WCS Australia), so the use of a solid dark colour as the background of each page/slide is NOT PERMITTED.

Not only can it be difficult to read in hardcopy, it takes up a lot of ink.

Rather than using the entire rainbow, pick a simple colour scheme that compliments the theme/s and style of your Cosplay Costumes.



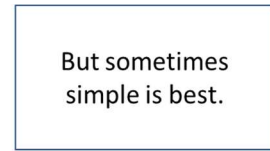
Bad Example



Worse Example



Accent colour Example



Good Example

***What about changing the format size of the build book?-***

No. The Team build book is to be formatted **A4 in size and portrait in orientation.**

The Team Build Book Template is already formatted correctly.

***The Build Book Template is 16 pages/slides. We want more room to show all our amazing WIP for our Cosplay Costumes. Can we add more pages/slides?***

Yes! Feel free to add more pages/slides to the template as you see fit. The Team Build Book can have as many pages/slides as necessary. Just make sure you don't go over the file size limit!

***Bonus:*** *If you wish to duplicate a page/slide, an easy way to do this is- Be on the page/slide you want to duplicate, go to the toolbar, click: Slide > Duplicate Slide. There are other ways to do this also but this is one of the easiest ways.*

***We don't know how to do "this thing" or "that thing" in Google Slides! Help!***

Google is your friend! If you are having trouble using the program, the internet holds a wealth of knowledge. WCS Australia is unable to give you fully detailed explanations on how to use Google Slides. If you are worried about not being able to create your Team Build Book using Google Slides, make sure you put aside some time to look over and learn the basics of the program. It's the same thing you would have had to do when learning to set the tension on your sewing machine, OR, learning how long you have to wait before you can stick contact cement together to get the best bond possible.

***OK, all the WIP and information is in the Team Build Book, what now?***

Time to follow this handy checklist!

- Make sure there are not random blank pages in your Team Build Book, take out pages that are not relevant to your Cosplay Costume. e.g. If you don't have any Weapons & Handheld Props, don't leave any Template Example pages still in the Team Build Book.
- Make sure you have given the Team Build Book a good spell and grammar check!
- Check that the File Name is correct and appropriate. E.g. TeamName-BUILDBOOK2023 (we don't want to know what version it is, just make it clear **what** it is)
- After you are super happy with your Team Build Book, it's time to export it:

File > Download > PDF document (.pdf)

- After all that, and if the Team Build Book is the correct file size, follow the steps outlined in **Section 2.5. ITEM 3- Cosplay Team Entry** in the RULES, REQUIREMENTS & GUIDELINES.

***Oh no! The Team Build Book exceeds the file size. What can we do?***

If the Team Build Book is over 500mb in size, it will not be accepted. No exception will be given to any Cosplay Team. A number of things can help with the size of the PDF.

Examples include:

- Resizing your WIP photos, using programs such as Adobe Photoshop or GIMP (GNU Image Manipulation Program), then replacing photos in your Team Build Book.
- PDF file compression websites. A quick Google search will help you find one. WCS Australia will not recommend any particular PDF file compression website, and are not responsible for any ramifications from the Cosplay Team using one.

At the end of the day, it is the responsibility of the Cosplay Team to make sure their Team Build Book is the correct file size before submitting it to WCS Australia.

***OK, so one more random question. Can I use the WCS Australia Team Build Book Template as a base for a Build Book in other Cosplay Competitions that require one?***

We understand how hard it is to find a good Build Book Template - that's why WCS Australia has spent so much time creating this document for you!

You are welcome to use the WCS Australia Build Book Template as a base for other competitions if you want to - HOWEVER, please keep in mind that WCS Australia takes no responsibility:

- If our Build Book Template formatting and terminology does not match the rules set out in other Cosplay Competitions, nationally or internationally.
- If your Build Book application/submission does not gain you a successful entry/application into any other Cosplay Competition, nationally or internationally.

**Thanks for reading, and have fun with your Team Build Book!  
We look forward to seeing what amazing work you have done!**