

INDIANA DECA WRITTEN EVENT CHECKLIST

EVENT NAME: _____ SCHOOL NAME: _____

PARTICIPANTS: _____

Any project receiving **20** or more penalty points **WILL BE DISQUALIFIED** and **WILL NOT** be allowed to proceed to the business community for additional judging.

Please refer to Format Guidelines of the written entry **for a more detailed explanation of these items.** This written checklist is used at the Indiana DECA Conference. You must use the International DECA event checklist for projects that qualify for the ICDC conference.

<u>Written Entry Checklist</u>	<u>Checked</u>	<u>Penalty Pts Assessed</u>	<u>Page Number</u>
1. The Written Event Statement of Assurances must be signed and submitted with the entry.	_____	15	_____
2. Entries submitted in an official DECA written event folio. Folios with past DECA logos are acceptable. Sheet protectors may not be used. Paper is 8 ½ inches by 11 inches. No fold-outs, attachments, tabs used. No 2-sided printing. Do not use separate blank sheets of paper between sections or as title pages for sections.	_____	5	_____
3. Title page follows the format guidelines.	_____	2 pts per/max	5 _____
4. Table of Contents <u>MUST</u> include <u>ALL</u> Roman Numeral main section <u>Titles</u> . (Descriptors, such as “One to three page description of the project” and “One page summary of the business model,” should not be included.) Titles should be word for word, exactly as written in the event guidelines, not evaluation form.	_____	2 pts per/max	5 _____
5. The <u>body</u> of the written event contains at least 18 pages of content (60%) of a 30 page allotted written event or 7 pages of an 11 page allotted written event or 3 pages of a 5 page allotted written event. (This does not include appendix pages.) (Content includes typed paragraphs, charts, tables and/or photos that pertain to the topic)	_____	DQ	_____
6. The written entry follows the format guidelines. The written entry <u>MUST</u> contain all sections, subsections and sub/subsections and contain content. Additional subsections are permitted in the body of the written entry. Roman Numeral section main titles (I, II, III, etc.) <u>MUST</u> be written exactly as written in the Table of Contents (main titles are in <u>ALL CAPS</u> in the guidelines). Subsection and sub/subsection titles can be modified appropriately. Failure to include a section (i.e. Bibliography) or subsection will result in a 5 pt. penalty per section or subsection. (Individual written event guidelines vary on what sections must be included. Please look over – all projects are not alike.)	_____	5 pts per	_____
7. The body of the written content cannot be typed in <u>larger than 12 point font</u> . Maximum one inch top, bottom, right and left margins must be used.	_____	5	_____
8. Limited to the number of pages specified in the guidelines (plus the title page and table of contents). This includes the bibliography and appendix.	_____	5 per page	_____
9. All pages are numbered in sequence starting with the executive summary. This includes <u>all</u> pages in the appendix. Page numbers in body of written entry correspond to page numbers in the table of contents.	_____	2 pts. per/max	5 _____
10. Content must be double-spaced (not space-and-a-half). Title page, table of contents, executive summary, bibliography, appendix, footnotes, long quotes, material in tables, figures, exhibits, lists, headings, sample letters, forms, etc., may be single-spaced. Cannot leave large gaps between paragraphs and section/subsections headings and content in order to achieve minimum length in #5 above. Main sections may begin on a new page.	_____	5	_____
11. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.	_____	5	_____
12. The Executive Summary <u>MUST</u> follow the specific event guidelines.	_____	5	_____
13. Original and one additional copy is submitted. Written entries submitted must be in the following order; Indiana DECA written event checklist, written scoresheet (if required), presentation scoresheet, copy of event guidelines, statement of assurances, then the written project.	_____	5	_____
14. Label with project name, school name and names of contestants placed in upper right hand corner on outside of both copies of the written entry.	_____	2 pts per/max	5 _____

Total Penalty Points Assessed: _____