

## 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.

| Written Entry Checklist  | ✓ | Penalty Points     | Page(s) |
|--|---|--------------------|---------|
| 1. 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                  |         |
| 2. Two (2) complete copies are submitted. Each written entry 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                  |         |
| 3. Label with event name, school name and names of contestants placed in upper right hand corner on outside of both copies of the written entry.   |   | 2 pts each / max 4 |         |
| 4. The Written Event Statement of Assurances must be signed and submitted with the entry.  |   | 15                 |         |
| 5. The <u>body</u> of the written event must contain a minimum of: <ul style="list-style-type: none"> <li>• 18 pages of content (60%) for an event with a 30 page maximum</li> <li>• 7 pages of content for an event with an 11 page maximum</li> <li>• 3 pages of content for an event with a 5 page maximum</li> </ul> Please note the following: <ul style="list-style-type: none"> <li>• Appendix pages do <b>NOT</b> count toward minimum page counts</li> <li>• Content includes typed paragraphs, charts, tables and/or photos that <b>pertain</b> to the topic</li> <li>• Students cannot leave large gaps between paragraphs and section/subsections, headings, and/or content <b>in order to achieve</b> minimum length</li> </ul>                           |   | DQ                 |         |
| 6. 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         |         |
| 7. All pages are numbered in sequence starting with the executive summary. This includes <b>all</b> 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 |         |
| 8. 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.  |   | 5 pts.             |         |
| 9. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.  |   | 5                  |         |
| 10. Title page follows the format guidelines.  |   | 2 pts per/max. 5   |         |
| 11. Table of Contents <b>MUST</b> include <b>ALL</b> Roman Numeral main section <b>Titles</b> . (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    |         |
| 12. The written entry follows the format guidelines. The written entry <b>MUST</b> 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.) <b>MUST</b> be written exactly as written in the Table of Contents (main titles are in <b>ALL CAPS</b> 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. <b>(Individual written event guidelines vary on what sections must be included. Please look over – all projects are not alike. i.e. IBP and EIB)</b> |   | 5 pts per          |         |
| 13. The Executive Summary <b>MUST</b> follow the specific event guidelines for page count.   |   | 5                  |         |
| 14. Students <b>must</b> use font sizes of 12 point or smaller. All margins <b>must</b> be 1 inch or less.   |   | 5                  |         |

**Total Penalty Points Assessed:** \_\_\_\_\_