

DECA Competitive Event Checklist, 2012

Written Entry Checklist

Participant(s): _____

Event Name _____

I.D. Number: _____

**Please refer to *Format Guidelines for the Written Entry*
for a more detailed explanation of these items.**

| | Checked | Penalty Points Assessed | Page No. |
|--|---------|-------------------------------|-------------|
| 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. | _____ | 5 | _____ |
| 3. Sheet protectors may not be used. | _____ | 5 | _____ |
| 4. Limited to the number of pages specified in the guidelines (plus the title page and the table of contents). | _____ | 5 (per page) | _____ |
| 5. All pages are numbered in sequence starting with the executive summary. | _____ | 5 | _____ |
| 6. Major content must be at least 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 | _____ |
| 7. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten. | _____ | 5 | _____ |
| 8. Paper is 8½ inches x 11 inches. No fold-outs, attachments, tabs used. | _____ | 5 | _____ |
| 9. The body of the written entry follows the sequence outlined in the guidelines. Additional subsections are permitted. | _____ | 5 | _____ |
| Total Penalty Points Assessed | | _____ | |

*A check indicates that the item has been examined.
A circled number indicates that an infraction has been noted.
A page number indicates the location of the infraction.*