

Competitive Event Checklist

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. Charts and graphs may be handwritten. Handwritten corrections will be penalized.	_____	5	_____
8. Paper is 8½ inches x 11 inches. No fold-outs, attachments, tabs used.	_____	5	_____
9. Decorative artwork or desktop publishing techniques may be used throughout the manual. Photographs in the manual must be scanned and placed as digital files.	_____	5	_____
10. Entry follows the sequence outlined in the guidelines. Additional subsections are permitted.	_____	5	_____
11. The page number of each section must appear in the table of contents.	_____	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.*