

Participant's Name: _____

I.D. Number: _____

Participant's Name: _____

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Written Entry Checklist

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

	Checked	Penalty Points Assessed	Page No./ Notes
1. One "official" prospectus and three (3) additional copies (or photocopies) submitted during the briefing session.	_____	25	_____
2. Official Delta Epsilon Chi (or DECA) folios. Used for all four (4) prospectuses	_____	25	_____
3. Limited to ten (10) pages, numbered in sequence (including title page, which is not numbered). One page will be counted for each 8 ¹ / ₂ x 11-inch panel or fraction thereof (foldouts, brochures, etc.)	_____	5 per page	_____
4. Body copy must be at least double-spaced (tables, charts, graphs, etc. may be single-spaced) . . .	_____	5	_____
5. Entry must be typewritten and word processed. (Material in exhibits may be done by hand) .	_____	10	_____
6. Title page instructions were followed	_____	5	_____
7. For franchise business—Appropriate documentation must be provided (10 points assessed for lack of documentation, or for each inappropriate item)	_____	10 per item	_____
8. Written Statement of Assurances is included .	_____	15	_____
		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.

WRITTEN EVENT STATEMENT OF ASSURANCES

Research and report writing are important elements of modern business activities. Great care must be taken to assure that the highest ethical standards are maintained by those engaging in research and report writing. To reinforce the importance of these standards, all written entries in Delta Epsilon Chi’s Competitive Events Program must submit this statement as part of the entry. The statement must be signed by all members of the competitive team, where applicable, and should be placed at the front of the written entry binder that is submitted for penalty points.

I understand the following requirements as set forth by DECA Inc. for all Competitive Event entries containing a written component. These requirements are additional to the general competitive event rules and regulations published by DECA Inc. By signing this statement, I certify that all are true and accurate as they relate to this entry.

1. The contents of this entry are the results of the work of the team members listed below.
2. No part of this entry has been previously entered in international competition.
3. This entry has not been submitted this year for international competition in any other Delta Epsilon Chi competitive event, or by any other participant/team in this event.
4. Credit for all secondary research has been given to the original author and is stated as such in the written project.
5. All activities or original research procedures described in this entry are accurate depictions of the efforts of the team members listed below.
6. I understand that DECA/Delta Epsilon Chi has the right to publish this entry. Should DECA/Delta Epsilon Chi elect to publish this entry, I will receive an honorarium from DECA/Delta Epsilon Chi (if the event is sponsored by an outside organization, the cash award received from the sponsorship will be considered as the “honorarium”). Individuals/Teams with extenuating circumstances may appeal the right to publish the entry to the executive committee of the board of directors prior to submission of the project for competition.
7. I understand that the ideas and information presented in the written project and judge interaction will become public information. Therefore, DECA Inc., its staff, volunteers and organizational partners cannot reasonably be expected to ensure the security of my/our ideas and information.

This statement of assurances must be signed by all members of the team and submitted with the entry during the Entrepreneurship event briefing, will be given 15 penalty points.

Name of Chapter	Chapter Advisor	
Participant’s Name	Participant’s Name	Participant’s Name
Signature	Signature	Signature

Hole punch and place in front of the written entry. Do not count as a page.

**Written Entry
Evaluation Form**

Participant's Name: _____

I.D. Number: _____

Participant's Name: _____

I.D. Number: _____

Participant's Name: _____

I.D. Number: _____

	Little/No Demonstration	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Points
Section 1—Executive Summary					
1. Introduction	0	1	2	3	_____
Section 2—Description and Analysis of Business Situation					
2. Self-analysis	0	1	2	3	_____
3. Trading area and customer analysis	0	1-2	3-4	5-6	_____
4. Analysis of location	0	1	2	3	_____
5. Proposed organization	0	1	2	3	_____
Section 3—Proposed Marketing/Promotion Plan					
6. Proposed product/service	0	1	2	3	_____
7. Pricing policies	0	1	2	3	_____
8. Promotional activities	0	1	2	3	_____
9. Place	0	1	2	3	_____
Section 4—Proposed Financing Plan					
10. Projected income/cash flow	0	1	2	3	_____
11. Three-year plan	0	1	2	3	_____
12. Personal/internal capital	0	1	2	3	_____
13. External capital	0	1	2	3	_____
14. Repayment plan	0	1	2	3	_____
15. Overall impression of written prospectus	0	1-2	3-4	5	_____

Total Judged Points (50 maximum): _____

JUDGE SECTION: A B C D E F G (circle one)

**Presentation Evaluation Form
and Recap**

Participant's Name: _____

I.D. Number: _____

Participant's Name: _____

I.D. Number: _____

Participant's Name: _____

I.D. Number: _____

	Little/No Demonstration	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Points
1. Presentation and request	0-1-2	3-4-5	6-7-8	9-10	_____
2. Analysis of the business situation	0-1-2	3-4-5	6-7-8	9-10	_____
3. Planned operation of proposed business	0-1-2	3-4-5	6-7-8	9-10	_____
4. Financing—income/cash flow/ balance sheet	0-1-2	3-4-5	6-7-8	9-10	_____
5. Financing—plan to meet capital needs	0-1	2-3	4	5	_____
6. Overall performance: Appropriate appearance, poise, confidence, presentation technique, etc.	0-1	2-3	4	5	_____

Total Judged Points (50 maximum): _____

RECAP: Written Entry (50) _____

Presentation (50) _____

Subtotal (100) _____

Less Penalty Points _____

TOTAL POINTS (100 maximum) _____

A total score of 70 or better will earn the participants a Certificate of Excellence.

JUDGE SECTION: A B C D E F G (circle one)

Tie-Breaker

For tie-breaking purposes, the following evaluation form ranking process will be used. Begin with the *Presentation Evaluation Form*. The participant(s) with the highest score for item #1 wins the tie-break. If this does not break the tie, continue the process for the remaining presentation evaluation items in the following order: 2, 3, 4, 5, 6.

If this does not break the tie, continue the process using the *Written Entry Evaluation Form*. Begin with item #3. If this does not break the tie, continue the process for the remaining written entry evaluation items in the following order: 15, 8, 1, 2, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14.