

Participant Name(s): _____

Event Code: _____ Event Name (in full): _____

Chapter (not just the acronym): _____

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 and Academic Integrity must be signed and submitted with the entry.	_____	15	_____
2. The body of the paper uses 1" margins (top, bottom, left and right)	_____	15	_____
3. Arial font, size 11 (size may vary only in items in the Appendix, Tables or Financial Statements)	_____	15	_____
4. Entries submitted in an official DECA Written folio.	NO DEDUCTIONS AT PROVINCIALS		
5. Sheet protectors may not be used.	_____	5	_____
6. Limited to the number of pages specified in the guidelines (plus title page and the table of contents). MAY be double sided.	_____	5 (per page)	_____
7. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. Do not use separate sheets between sections or as title pages for sections.	_____	5	_____
8. 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	_____
9. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.	_____	5	_____
10. Paper is 8 1/2 inches x 11 inches. No fold-outs, attachments, tabs used. Standard, regular white paper is being used.	_____	5	_____
11. The written entry follows the outline in the Written Entry Guidelines for the event. Additional subsections are permitted in the body of the written entry.	_____	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.*