

Written Event Presentation Tips

Script

- When writing your presentation you need to highlight key items. Do not just read your paper.
- Grab attention at the beginning. Use a skit, quote, interesting fact, emotional story, perform a song.
- Be creative! Set your project apart from the rest.
- Written like a script (unless you are by yourself use bullet points)
- Each person has a job to do, a part to play. Split time equally among partners.
- While one is talking, the other can be switching the board.
- Write out everything you want to say. Stick to the story.
- Judge will remember the first and the last things you say.
- Share only the most important parts of the paper; you only have ten-fifteen minutes.

Presentation

- You must follow the presentation instructions provided you from www.deca.org for your event. Different events have slightly different criteria.
- You must believe that this is the best thing you have ever done and convince the judge so they will believe it too!! Confidence.
- Firm hand shake, introduction.
- Very choreographed. Everyone has a job to do.
- Posture, poise, confidence.
- Each participant must respond to at least one question posed by the judge.
- Prepare! Practice! Memorize!
- Share only the important information in a script format.
- Proper dress, poise, attitude, enthusiasm, handshake, eye contact, voice
- Anticipate questions

Visuals

- Must follow guidelines for your event at www.deca.org
- Use rubber cement, glue gun or double sided tape. DO NOT USE GLUE!

- Everything must be attached to the board and must be within the board's dimensions.
- Visuals must follow your presentation and should correspond with what you are saying at the time.
- No typos on boards!
- Visuals are to enhance not distract from your presentation
- Can be 3-D however you must attach 3-D items at SLC Friday night (I'll have glue gun/double-sided tape)
- You are allowed to use the following in your presentation:
 - 3 22x28-30 poster/foam boards (both sides may be used)
 - 1 standard size presentation (tri-fold) display board 36x48
 - Desktop easel flip chart not to exceed 12 inches by 10 inches
 - Lap top computer (Electrical outlet will NOT be provided and NO sound is permitted)
- New this year: Business cards or other documents may be passed to the judges.
- NO PROPS. All materials must be securely attached to your boards within the borders.

DO

1. Keep it simple and appealing
2. Add some visuals and pictures
3. Utilize technology (iPads)
4. Use sturdy materials
5. Ensure your board can be transported easily

DON'T

1. Add every piece of information
2. Have too much text
3. Glue info/pictures on that can easily fall off
4. Pick too many bright or flashy colors
5. Use sound or speakers