

**Business Professionals of America-Michigan Association
Presubmitted Contestant Materials to Be Submitted in PDF Format**

Please review this document very carefully. **Lack of submission of any items listed below will result in automatic removal/disqualification from the applicable competition.** In addition, any of the following will result in automatic disqualification:

- Submitting materials online after December 2, 2024 at 5:00 PM ET as required;
- Missing Works Cited page as required for an event or
- Unsigned Release Forms or documentation as required for an event.

If your regional advisor has given a different deadline for any event for which they are allowed to grant an exception, please follow their instructions.

- The Judge Pro website is used for presubmitted events for regional competitions. Each region's link to access the Judge Pro website will be different. The link for Region 7 is www.michiganbpa.org/jpmir7-student
- For **individual events**, a student's file is named with the initials of their event, followed by a hyphen, then their eight-digit **member ID#** (Example: ASRP00099999). Membership ID numbers may be obtained by logging in to the membership registration system or conference registration system websites.
- For **team events**, the team's file is named with the initials of their event, followed by a hyphen, then the six-digit **chapter ID#** (Example: BNPT-569999). Chapter ID numbers may be obtained by logging in to the membership registration system or conference registration system websites.
- **TEAM EVENT PRE-SUBMISSIONS:** Materials for team events are uploaded under the team captain's login only.
- Only the events that are offered in Michigan are listed in this document.
- **Advanced Desktop Publishing** and **Fundamental Desktop Publishing** tests will be accessible via the Judge Pro website on November 11, 2024.
- If the format of a regional conference changes and modifications are needed to the events listed below, your regional advisor will notify you via email.

Event & <i>Naming Conventions for file uploading</i>	Upload to Judge Pro on or before 5:00 PM on December 2, 2024	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest
Advanced Desktop Publishing (405) <i>ADP-MemberID#</i>	As one PDF, these files: • Contestant's jobs created at home school as instructed in the Advanced Desktop Publishing test	N/A

**REGIONAL 2024-2025
Secondary Division**

Event & <i>Naming Conventions for file uploading</i>	Upload to Judge Pro on or before 5:00 PM on December 2, 2024	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest
Advanced Interview Skills (520) <i>AIS- MemberID#</i>	As <u>one</u> PDF, these files in the following order: • Cover letter with or without signature • Résumé (<u>DO NOT</u> upload portfolio)	Portfolio (will be taken to the interview by the member and must not be left with the judges)
Broadcast News Production Team (445) <i>BNPT-ChapterID#</i>	This is NOT a pre-submit event for Region 7. See the next column for Regional Conference requirements.	As <u>one</u> PDF, these files in the following order: 1. A document with the following information: • the chapter # • a clickable URL <u>and</u> applicable passwords to the final project: final news production (see WSAP Guidelines) • a clickable URL <u>and</u> applicable passwords to the final project: promo/tease (see WSAP Guidelines) • script • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URLs must also be entered into the URL fields located on the submission website

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Digital Media Production (420) <i>DMP-MemberID#</i>	As one PDF, these files in the following order: 1. A document with the following information: - the student's member ID # - a clickable URL <u>and</u> applicable passwords to the final project: video (see WSAP Guidelines) - advisor's name - advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	None required
Economic Research Individual (155) <i>ERI-MemberID#</i>	As one PDF, these files in the following order: - Research Paper - Works Cited	None required
Economic Research Team (160) <i>ERT-ChapterID#</i>	As one PDF, these files in the following order: - Research Paper - Works Cited	None required
Entrepreneurship (505) <i>ENT-MemberID#</i>	As one PDF, these files in the following order: - Completed business plan only - Works Cited (DO NOT upload supporting documentation)	One copy of the following: Supporting documentation Any additional materials not required for submission must not be left with the judges.
Fundamental Desktop Publishing (400) <i>FDP-MemberID#</i>	As one PDF, these files: Contestant's jobs created at home school as instructed in the Fundamental Desktop Publishing test	N/A
Global Marketing Team (500) <i>GMT-ChapterID#</i>	As one PDF, these files in the following order: - Completed marketing plan - Works Cited (DO NOT upload supporting documentation)	None required Any additional materials not required for submission must not be left with the judges.

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Secondary Division

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Graphic Design Promotion (410) <i>GDP-MemberID#</i>	As one PDF, these files in the following order: • One (1) copy of the logo with tagline • One (1) copy of the full wrap-around design for the 16 oz aluminum can • One (1) copy of the design for a fridge pack for four (4) energy drinks • One (1) copy of the point-of-purchase display/shelf stand design • Release Forms with signatures • Works Cited	One (1) additional copy of the following: • One (1) copy of the logo with tagline • One (1) copy of the full wrap-around design for the 16 oz aluminum can • One (1) copy of the design for a fridge pack for four (4) energy drinks • One (1) copy of the point-of-purchase display/shelf stand design • Release Forms with signatures • Works Cited None of the above is required if the student will be presenting electronically. Any additional materials not required for submission must not be left with the judges.
Interview Skills (515) <i>IS-MemberID#</i>	As one PDF, these files in the following order: • Cover letter with or without signature • Résumé	None required

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Podcast Production Team (450) PPT-ChapterID#	As one PDF, these files in the following order: 1. A document with the following information: • the chapter # • a clickable URL and applicable passwords to the <u>final project: audio</u> (see WSAP Guidelines) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	None required
Video Production Team (430) VPT-ChapterID#	This is NOT a pre-submit event for Region 7. See the next column for Regional Conference requirements.	As one PDF, these files in the following order: 1. A document with the following information: • the chapter # • a clickable URL and applicable passwords to the <u>final project: video</u> (see WSAP Guidelines) • storyboard • script • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.

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Website Design Team (435) <i>WDT-ChapterID#</i>	As <u>one</u> PDF, these files in the following order: 1. A document with the following information: • the chapter # • a clickable URL and applicable passwords to the <u>final project: website</u> (see WSAP Guidelines) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	None required