



WRITTEN ENTRY CHECKLIST

	CHECKED	PENALTY POINTS ASSESSED	PAGE NUMBER
1. The Written Statement of Assurances must be signed and submitted with the entry. Only physical signatures or digital signatures will be accepted. Typed names in a font will not be accepted as signatures.	_____	15	_____
2. Title page information has been provided as requested.	_____	5	_____
3. Limited to the number of pages specified in the guidelines. One page will be counted for each 8½ x 11 inch panel or fraction thereof (foldouts, brochures, etc.).	_____	5 (per page)	_____
4. All pages are numbered in sequence (except for the title page, which is not numbered).	_____	5	_____
5. Major content must be at least double-spaced (not space-and-a-half). Title page, executive summary, bibliographical references, appendix content, footnotes, long quotes, material in tables, figures, exhibits, lists, headings, sample letters, forms, charts, graphs, etc. may be single-spaced	_____	5	_____
6. Entry must be typed/word processed.	_____	5	_____
7. The body of the written entry follows the sequence outlined in the guidelines. Additional subsections are permitted.	_____	5	_____
8. Appropriate documentation is provided (if applicable to event).	_____	10	_____
9. The appendix (if applicable) only includes appropriate content for the appendix.	_____	10	_____
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.*