

# PRE-SUBMIT GUIDELINES

## Area 2 Region 3 Regional Leadership Conference Deadline: Friday, December 19, 2025 at 6:00 PM

### PRE-SUBMISSION GUIDELINES FOR SECONDARY AND ASSOCIATE NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS

Please submit your project by the proper due date. All pre-submitted projects will receive an automatic response. All pre-submitted files must be **PDF** files unless otherwise noted. The file name **MUST** include, the contest name, and chapter ID or member ID. Please refer to the file name examples in the table below.

Event Name	What to Submit	Saved File Naming Convention	Bring to Conference * Copies below must be brought to BOTH Preliminaries and finals
<b>Finance (100's)</b>			
(155) Economic Research Project Individual	Research Paper, Works Cited and BPA Project Individual Release Form(s) in one combined PDF file	ERPI - MemeberID.pdf	1 copy of Research Paper 1 copy of Works Cited
(160) Economic Research Project Team	Research Paper, Works Cited and BPA Project Individual Release Form(s) in one combined PDF file	ERPT - MemeberID.pdf	1 copy of Research Paper 1 copy of Works Cited
<b>Business Administration (200's)</b>			
(260) Administrative Support Research Project	Research Paper, Works Cited and BPA Project Individual Release Form(s) in one combined PDF file	ARPI-MemberID.pdf	1 copy of Research Paper 1 copy of Works Cited
<b>Management Information System (300's)</b>			
(325) Network Design Team	Research Paper, Works Cited and BPA Project Individual Release Form(s) in one combined PDF file	NDT-MemberID.pdf	1 copy of Written Proposal 1 copy of Works Cited
<b>Digital Communication and Design (400's)</b>			
(410) Graphic Design Promotion	60th Anniversary Logo, Windbreaker Design, Stress Ball Design, Works Cited and BPA Release Form(s) saved as PDFs and bundled together in a single ZIP file	GDP-MemberID.zip	1 copy of 60 <sup>th</sup> Anniversary Logo 1 copy of Windbreaker Design 1 copy of Stress Ball Design 1 copy of Works Cited 1 Copy of Release Forms
(420) Digital Media Production	URL to project, Works Cited, and BPA Release Form(s) in one combined PDF file	DMP-MemberID.pdf	1 copy of Works Cited
(425) Computer Modeling	URL to project, One Page Profile, Works Cited and BPA Release Form(s) in one combined PDF file	CM-MemberID.pdf	1 copy of Concept Art/ Prototypes 1 copy of One Page Profile 1 copy of Works Cited



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<b>Digital Communication and Design (400's) (continued)</b>			
(430) Video Production Team	URL to project, Storyboard, Script, Works Cited and BPA Release Form(s) in one combined PDF file.	VPT-MemberID.pdf	1 copy of Works Cited
(435) Website Design Team	URL to project (including any necessary login credentials), Works Cited and BPA Release Form(s) in one combined PDF file.	WDT-MemberID.pdf	1 copy of Works Cited
(440) Computer Animation Team	URL to project files, Works Cited and BPA Release Form(s) in one combined PDF file.	CAT-MemberID.pdf	1 copy of Storyboard 1 copy of Works Cited
(445) Broadcast News Production Team	URL to Project, Script/Creative Brief, Works Cited, and BPA Release Form(s) in one combined PDF file.	BNPT-MemberID.pdf	1 copy of Works Cited
(450) Podcast Production Team	URL to project files, Works Cited and BPA Release Form(s) in one combined PDF file.	PPT-MemberID.pdf	1 copy of Works Cited
(455) User Experience Design Team	URL to Project, One Page Profile, Works Cited and BPA Release Form(s) in one combined PDF file	UEDT-MemberID.pdf	1 copy of Works Cited
(460) Visual Design Team	Logo with tagline. three(3) additional promotional items, Works Cited and BPA Release form(s) save as PDFs and bundled together in a single ZIP file.	VDT-MemberID.zip	1 copy of Logo with Tagline 1 copy of the other 3 items 1 copy of Works Cited 1 copy of Release Forms
<b>Management, Marketing and Communication (500's)</b>			
(500) Global Marketing Team	Marketing Plan, Works Cited and BPA Release Form(s) in one combined PDF file.	GMT-MemberID.pdf	1 copy of Marketing Plan 1 copy of Works Cited
(505) Entrepreneurship	Business Plan, Works Cited and BPA Release Form(s) in one combined PDF file.	ENT-MemberID.pdf	1 copy of Business Plan 1 copy of Works Cited
(515) Interview Skills	Cover Letter and Résumé as separate PDF files.	IS-MemberID-CL.pdf IS-MemberID-R.pdf	1 copy of Cover Letter 1 copy of Resume
(520) Advanced Interview Skills	Cover Letter and Résumé as separate PDF files.	AIS-MemberID-CL.pdf AIS-MemberID-R.pdf	1 copy of Cover Letter 1 copy of Resume  Portfolio (must not be left with judges)

**FOR ALL TEAM EVENTS, FILES ONLY NEED TO BE UPLOADED ONCE UNDER THE TEAM CAPTAIN'S MEMBER ID.**