

Mock Competition Checklist

OBJECTIVE

Mock Competitions are designed to take the members through many aspects of an authentic DECA conference. Through this event, members will prepare under a time constraint, present in front of a judge, dress professionally, and sit through an Awards Ceremony – all at lower stakes. We recommend that chapters/districts host at least one annual Mock Competition to get the members more confident for the real deal!

CHECKLIST

- ❖ Location
- ❖ Registration Fee (if applicable)
- ❖ Test Proctors
- ❖ Volunteers (to take competitors from room to room)
- ❖ 1 test for each cluster
- ❖ At least 1 role play/rubric for each cluster
- ❖ Judges
- ❖ Awards (medals, ribbons, certificates, etc.)

DIRECTIONS

1. **Location:** Depending on your area radius, find a location that is accessible to your target audience. This location should have the following:
 - Holding Center: This is where members will wait when not competing. Find an area large enough to hold everyone, as this will also be the ideal Awards Ceremony location.
 - Preparation Rooms: It is important to have many preparation rooms in order to circle out students in an efficient manner.
 - Presentation Rooms: This is where competitors will present their roleplay following the preparation, or present their written event.
2. **Registration:** The next step in creating a Mock Competition is finding participants! Create a registration method to find a headcount.
3. **Judges:** Establish a number of members for each judge to score—a good number would be 4-7.
4. **Testing:** Establish a date when the competitors can take their respective cluster tests. Students can either take the test at the Mock Competition (if this is the case, make sure they have access to a device), or they can also take the test at their chapter and send their score. Either way, make sure to find a proctor to avoid any academic dishonesty.
5. **Find Sample Events:** Find at least one role play for each cluster. However, if possible, try to find one roleplay for each event that the members listed in Step 2 to give them more practice in their specific event. This is the roleplay that will be given to the competitors at the Mock Competition.
6. **Execution:** After introducing the event, you may begin competition!
7. **Award Ceremony:** Award those students that had the best performance with a medal, ribbon, certificate, etc.
 - Find Texas DECA branded certificate templates [here](#).

FAQs

- ❖ **What should the registration form include?** On a standard registration form, include an area for the Student's Name, Grade, Chapter Name, and Competitive Event. This would also be a good time to establish a competition fee, if needed, and a due date for when these fees need to be submitted.
- ❖ **How do we find judges/proctors?** For a Mock Competition, it is not necessary to have judges that are experts in a certain field. This event is meant to give members a real-life competition experience before entering districts. Reach out to business professionals in your area—this could include parents, teachers, or even older siblings. This also applies for proctors!
- ❖ **Where can we find sample tests/roleplay events?** Tests and Roleplay Events can be found online when you type in [cluster/category] DECA test/roleplay. However, to ensure you select one that has not been seen by competitors, we recommend using the DECA+ tool, which is offered to all chapters that meet their 21-22 membership number! Check with your advisor to see if your chapter has access to DECA+. You can access DECA+ under the “High School” tab on deca.org.
- ❖ **What about competitors who are competing in written events?** There are two options! One option would be to designate a few judges to solely written events. However, they will have to judge more heavily on presentations rather than content, as many competitors may not be finished with their event. On the other hand, you can ask that the written event competitors compete in a roleplay event of their choice. This will give them more experience in presentation, while also allowing them to explore other events.
- ❖ **What is the most organized way for competitors to move from room-to-room?** We understand that with many members in one location, it can be difficult to organize this process. For this reason, we recommend that you follow a rotation. For example, if a group of kids are moving from the preparation room to the presentation room, have someone announce that the next group of members may move to the preparation rooms. This will ensure a quick and efficient competition process.
- ❖ **What awards do we give out at the ceremony?** A great way to recognize all aspects of your competition is to give awards for top 3 test scores, top 3 roleplay scores, and top 3 composite scores. We recommend that you follow this format!
- ❖ **What if we don't want to make it competitive, just practice?** Hosting a Mock Competition that is not competitive is also a great option. You may elect to have students practice a role play with a judge and then sit with the judge for a ‘feedback session’. This is a great way for members to get valuable feedback that are then able to apply to their competition in the future.