Event Requirements Quick Check

Use one copy per event. Complete it with students before they begin—or as a fast November audit.

Event name / number: _____

Division / student(s): _____

Advisor / date reviewed: _____

1 CONFIRM THE PATHWAY

☐ Current national event guideline reviewed (year/version): _____

☐ National Change Log reviewed (date): _____

☐ Oklahoma BPA Supplement reviewed (date): _____

☐ Eligibility and entry limits checked ☐ Individual ☐ Team ☐ Other: _____

☐ Qualifying step confirmed: ☐ None ☐ Online test ☐ Presubmitted technical score ☐ Other: _____

2 TRANSLATE REQUIREMENTS INTO ACTIONS

REQUIREMENT TO FIND	OUR EVENT: SPECIFIC ANSWER / PAGE
Deliverables / required content	
Submission files, formats, naming	
Links / permissions / forms	
AI use, disclosure, citations	
On-site time, equipment, materials	
Technical / presentation scoring	
Where / how to submit	

3 SET THE DEADLINES

Official deadline + time zone: _____

Student completion date: _____

Advisor review / final verification: _____

4 FIND THE HIGHEST-RISK ITEMS

Top 2 requirements we could overlook:

1) _____

2) _____

ADVISOR TIP If the national guideline and Oklahoma rules differ for SLC, verify which state provision applies. Record the source, not just the answer.

Presubmission Verification Checklist

Use before the student's internal deadline AND again before final submission. Check actual event rules.

Event / student or team: _____

Reviewer / review date: _____

CONTENT & SCORING

☐ All required deliverables and sections are present; nothing is still "coming soon."

☐ Submission reviewed against EVERY applicable technical-rubric criterion.

☐ Examples, evidence, data and required details support the rubric descriptors.

☐ Applicable word, page, length, file-size and other limits verified.

FILES, LINKS & ACCESS

☐ Correct file type(s), number of files and file naming conventions used.

☐ Final versions—not drafts or placeholders—are attached or linked.

☐ Every file opens; videos play; audio works; links go to the intended content.

☐ Shared links work in a private/incognito window without requesting additional permission; required passwords are provided.

☐ No restricted login, school-network-only access or expired link blocks reviewers.

DOCUMENTATION & COMPLIANCE

☐ All required release/permission forms included, with appropriate signatures.

☐ Sources credited in the required format; visuals, music and media accounted for.

☐ Applicable AI-use rules followed; required documentation/disclosure provided.

☐ Student names, identifying information, branding and anonymity rules verified where applicable.

☐ National guideline, Change Log and Oklahoma Supplement checked for updates.

SUBMIT & CONFIRM

☐ Advisor and student both performed a final "judge view" review.

☐ Submitted through the correct platform by the official date/time.

☐ Submission receipt, status or confirmation saved if available.

CORRECTIONS NEEDED BEFORE SUBMIT

ISSUE / MISSING ITEM	OWNER	RECHECK BY
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADVISOR TIP Oklahoma presubmission target: Jan. 8, 2027, 5:00 PM CT (verify any later official notices). Set an earlier student deadline—ideally before Christmas break.

Three-Week Practice Planner

Use for objective tests, application/production events, or presentation preparation. Adapt the actions to the event.

Student / event: _____

Practice period (3 weeks): _____

Assessment / evidence used: _____

START WITH EVIDENCE—NOT GUESSWORK

Current performance or readiness: _____

Two priority gaps (competencies, skills or rubric criteria):

1) _____ 2) _____

PLAN THREE FOCUSED WEEKS

WHEN	TARGET & PRACTICE ACTION	CHECK FOR PROGRESS
WEEK 1 Diagnose	Focus: _____ Resource / activity: _____ Minutes / sessions: _____	Evidence: _____ Result: _____
WEEK 2 Improve	Focus: _____ Resource / activity: _____ Minutes / sessions: _____	Evidence: _____ Result: _____
WEEK 3 Rehearse	Focus: _____ Timed test, production or mock judging: _____ _____	Evidence: _____ Result: _____

CHOOSE THE RIGHT PREPARATION METHOD

☐ Objective: Map missed questions to competencies; explain WHY each answer was missed.

☐ Application/production: Use required software; practice timed, accurate production; compare to an answer key or scoring guide.

☐ Presentation: Use technical/presentation rubrics; conduct mock judging and judge-question drills.

QUICK CHECK AFTER EACH PRACTICE

DATE	WHAT IMPROVED?	WHAT STILL NEEDS WORK?	NEXT ACTION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADVISOR TIP If the same gap remains after two practice rounds, change the strategy—not just the number of practice tests. Verify that any practice materials align with current guidelines.

Mock Judge Feedback Sheet

Use in a 5–10 minute rehearsal. Assess only against the event's current published rubric.

Event / student or team: _____

Mock judge / date: _____

Rubric version / source: _____

PRESENTATION & PERFORMANCE CHECK

Mark the event-specific rating in the official rubric. Record actionable feedback only for criteria observed during the rehearsal.

PUBLISHED RUBRIC CRITERION (copy exact language)	EVIDENCE I OBSERVED	IMPROVEMENT / NEXT STEP
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

JUDGE QUESTIONS (IF APPLICABLE): PRACTICE, THEN COACH

Question 1: _____

Response was: ☐ Specific & supported ☐ Partially supported ☐ Needs practice

One stronger answer would include: _____

Question 2: _____

Response was: ☐ Specific & supported ☐ Partially supported ☐ Needs practice

One stronger answer would include: _____

DELIVERY & TEAM READINESS

☐ Presentation was within the event's time requirements.

☐ Required technology/setup was used; content displayed and worked correctly.

☐ Students showed command of their material; each team member was ready to respond (if applicable).

ACTIONABLE CLOSING FEEDBACK

Strongest element: _____

Single highest-impact improvement: _____

Who will fix it? _____ Rehearsal / recheck date: _____

ADVISOR TIP Avoid inventing universal scores or judging requirements. Use the event's actual technical and/or presentation rubric and any applicable judging instructions.