

2023-24 Competitive Events Guidelines

Digital Video Production



Digital Video Production has become a prominent and effective way of conveying new ideas and products. This event provides recognition for members who demonstrate the ability to create an effective video to present an idea to a specific audience. This competitive event consists of a pre-judged project and presentation component.

Event Overview

Division: High School

Event Type: Team of 1, 2 or 3 members

Event Category: Presentation

Event Elements: Pre-judged Project and Presentation with a Topic

Pre-judged Component: Video URL due May 7, 2024

Presentation Time: 3-minute set-up, 7-minute presentation time, 3-minute question & answer time

NACE Connections: Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism, Teamwork, Technology

Equipment Provided by Competitors: Technology and presentation items for preliminary and final round presentation

Equipment Provided by FBLA: Internet access and table for preliminary round presentation; Internet access, table, power, projector & screen for final round presentation

2023-2024 Topic

Create a video that instructs others how to use a technology tool (hardware or software) found in a business setting. All video content must be original.

District/Region/Section

Presentation set-up time and prejudge deadlines can vary by District. Check the Call to Conference for your District for specific instructions and deadlines.

State

Presentation events will have a 1-minute set-up time. Presentations will happen in a large ballroom, and all competitors will present in the preliminary round and will be given Internet access. Colorado FBLA will not be providing power, a projector, or screen for final presentations.

National

Policy and Procedures Manual

Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.

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- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel in order to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Only competitors are allowed to plan, research, prepare their pre-judged component. They must also set up their presentation by themselves.
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- Picture identification (driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for a presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive events start in the morning before the Opening Session of NLC.

Recognition

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Event Administration

- This event has three parts: pre-judged project, preliminary presentation, and final presentation
- Pre-judged Project
 - **Submission Deadline:** A URL of the video must be uploaded in the conference registration system by May 7, 2024.
 - Project Specifics
 - The video should be no longer than two minutes.
 - All content must be original.
 - Competitors must prepare projects. Advisers and others are not permitted to write reports. Projects must be original, current, and not submitted for a previous NLC.
 - Competitors are responsible for ensuring the URL is viewable by judges. If judges are unable to view the video, the pre-judge score will be zero.
 - The project is pre-judged before the NLC.
 - Pre-judged materials will not be returned. Projects submitted for competition become the property of FBLA. These projects may be used for publication and/or reproduced for sale by FBLA.
- Preliminary Presentation
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Provided (Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting devices on which to present. Please note that internet

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- reliability at any conference venue cannot be guaranteed. Always have a backup plan in case internet connections go down.)
- The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
 - Competitors/teams are randomly assigned to sections.
 - Competitors present directly from a laptop/device. Screens and projectors are not allowed for use, and competitors are not allowed to bring their own. Power will not be available.
 - Competitors can present with and bring any of the following technology into the presentation as long as it fits on the small table in front of the judges' table or is held by the competitors:
 - Laptop
 - Tablet
 - Mobile phone
 - External monitor that is approximately the size of a laptop monitor
 - The video should be shown to the judges during the presentation.
 - Visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
 - When the equipment set-up time has elapsed, the timer will automatically start the seven-minute presentation time.
 - If performing as a team, all team members are expected to actively participate in the presentation.
 - No animals (except authorized service animals) will be allowed for use in any competitive event.
- Final Presentation
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Provided (Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting devices on which to present. Please note that internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case internet connections go down.)
 - An equal number of competitors/teams from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors/teams from each section will advance to the final round.
 - Final presentations may be open to conference attendees, space permitting. Finalists may not view other competitors' presentation in their event.
 - Competitors can present with and bring any of the following technology into the presentation as long as it fits on the small table in front of the judges' table or is held by the competitors:
 - Laptop
 - Tablet
 - Mobile phone

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- External monitor that is approximately the size of a laptop monitor
- The following will be provided for the final round if it occurs in a conference room: screen, power, table, and projector. Competitors using laptops or other devices that do not have an HDMI port will need to provide their own adapters. It is up to final-round competitors to determine if they wish to use the technology provided.
- The video should be shown to the judges during the presentation.
- Pre-judged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- When the equipment set-up time has elapsed, the timer will automatically start the seven-minute presentation time.
- If performing as a team, all team members are expected to actively participate in the presentation.
- No animals (except authorized service animals) will be allowed for use in any competitive event.

Scoring

- The project score will be added to the preliminary presentation score to determine the finalists.
- The normalized project score (using standard deviation) will be added to the final presentation score to determine the top winners.
- The project score will be used to break a tie.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation time.

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Digital Video Production Pre-judged Project Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Project Usability: Video plays successfully	Media not usable	Media usable but not submitted according to event guidelines	Media usable but not click and play	Media usable on multiple players/browsers	
	0 points	1-9 points	10-16 points	17-20 points	
Video Content: Fully address the concept and/or topic	Concept and/or topic is not followed	Concept and/or topic not fully developed	Fully addresses the concept and/or topic	A user with no knowledge of the concept and/or topic can identify topic based on video	
	0 points	1-9 points	10-16 points	17-20 points	
Video Content: Video contains multiple elements providing evidence of production skill	No evidence of video production skill demonstrated	Video is designed using limited video editing skill	Video contains transitions and use of multiple technologies	Video contains multiple advanced film techniques	
	0 points	1-9 points	10-16 points	17-20 points	
Video Content: Grammar, spelling, and punctuation	Video contains grammar or spelling errors	Video contains 3 or less spelling or grammar errors	Video contains one grammar and no spelling errors	Video is grammar and spelling error free	
	0 points	1-9 points	10-16 points	17-20 points	
Video Content: Copyright information and sources are noted and documented, and video content is original	Copyright information or sources not addressed or cited incorrectly AND video content is not original	Material violates copyright and source guidelines OR video content is not original	Copyright information and sources documented, and video content is original	Copyright compliance is documented, sources cited using visual representation, and video content is original	
	0 points	1-9 points	10-16 points	17-20 points	
Project Evaluation: Video has logical flow of information	Flow of video does not seem logical	Flow does not connect each element of the video	Flow is logical and appears sequenced with beginning, middle, and end	Video is logical, flows well and includes a call to action at the end	
	0 points	1-14 points	15-24 points	25-30 points	
Project Evaluation: Quality of editing and transition	There are no transitions or evidence of video editing incorporated	Transitions exist but are rough and do not flow easily	Transitions flow seamlessly and serve as a logical component of the video	Multiple types of transitions are used and all flow seamlessly	
	0 points	1-14 points	15-24 points	25-30 points	
Project Evaluation: Audio and visual elements are coordinated	Audio and visual elements are limited	Audio and visual elements do not include variety	Audio uses a variety of sources including direct audio and dubbed audio; visual includes multiple camera angles and techniques	Audio and visual uses variety of sources and special effects	
	0 points	1-9 points	10-16 points	17-20 points	
Project Evaluation: Use of video/film techniques	Video technology use not evident	Video incorporates use of film techniques	Video incorporates advanced use of film techniques	Video contains multiple advanced film techniques such as special effects	
	0 points	1-9 points	10-16 points	17-20 points	
Project Total (200 points)					

Name(s):	
School:	
Judge Signature:	Date:

Comments:

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Digital Video Production Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrates understanding of the event topic	No understanding of event topic OR incorrect topic used	Understanding of topic inconsistent from video to presentation	Demonstrates the topic through presentation and animation	Demonstrates expertise of the topic through presentation and animation	
	0 points	1-6 points	7-8 points	9-10 points	
Describes the use and implementation of innovative technology	No explanation of use or implementation of technology	Identification OR implementation of innovation technology	Implementation and demonstration of video techniques, equipment, and software	Expert description and demonstration of video techniques, equipment, and software	
	0 points	1-9 points	10-16 points	17-20 points	
Explains the design and development process	No explanation or description of the design and development process	Competitor(s) explains the design OR development process	Competitor(s) explain both the design and the development process	Expert industry explanation of both design and development process	
	0 points	1-9 points	10-16 points	17-20 points	
Incorporates video into presentation	Does not present video	Video of any length presented	Video is presented, but inadequate introduction and transition back into presentation	Video is presented, with adequate introduction and transition back into presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Copyright and source information is noted and documented, and video content is original	Copyright information or sources not addressed or cited incorrectly AND video content is not original	Material violates copyright and source guidelines OR video content is not original	Copyright information and sources documented, and video content is original	Copyright compliance is documented, sources cited using visual representation and video content is original	
	0 points	1-9 points	10-16 points	17-20 points	
Presentation Delivery					
Statements are well-organized and clearly stated	Competitor(s) did not appear prepared	Competitor(s) were prepared, but flow was not logical	Presentation flowed in logical sequence	Presentation flowed in a logical sequence; statements were well organized	
	0 points	1-2 points	3-4 points	5 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	Competitor(s) did not demonstrate self-confidence	Competitor(s) demonstrated self-confidence and poise	Competitor(s) demonstrated self-confidence, poise, and good voice projection	Competitor(s) demonstrated self-confidence, poise, good voice projection, and assertiveness	
	0 points	1-2 points	3-4 points	5 points	
Demonstrates the ability to effectively answer questions	Unable to answer questions	Does not completely answer questions	Completely answers questions	Interacted with the judges in the process of completely answering questions	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					