

DECA-RATE YOUR SPACE

Officers are the DECA Brand wherever they go! They transform ordinary space into extraordinary DECA space through their preparation, presence, and performance. Use the checklist below to DECArate the space you're in whenever or where ever you're representing DECA!

A CKNOWLEDGE YOUR HOST	Thank the org./person sponsoring the event publicly.
B USINESS CARDS	Always have cards easily accessible to exchange.
C LEAN UP	How you leave your space reflects on you and the DECA brand.
D ECA DRESS	Match, model, and exceed the DECA Dress Code.
E NERGIZERS	Be ready to lead an energizer on a moment's notice.
F OOD	Candy/snacks mean full bellies and active mind.
G REETERS	SMILE! Host guests when they enter. LISTEN! Make everyone feel welcome.
H ANDOUTS	Materials are the physical memory of the experience with DECA.
I NTRODUCTIONS	Practice your self intro/Give awesome intros of others.
J OIN	If your guests aren't members, ask them to be!
K NOWLEDGE	Be a walking website/master all you can about DECA!
L OGO UP	Post DECA branding on screens, flip charts and handouts.
M MUSIC	Play upbeat, positive music at an appropriate volume.
N OTE TAKING	Show your interest and increase your knowledge retention.
O N TIME	Early is on time/On time is late/Late is left behind.
P HOTOS	Take pictures of others to break the ice and capture the moment.
Q UESTIONS	Leaders don't have all the answers, but they do ask the right questions.
R OOM SET & LOCATION	Arrive early to find your room, setup, and be ready to welcome.
S OCIAL MEDIA	Tweet, Facebook, Pin and Instagram highlights from the session!
T ECHNOLOGY	Check your tech/Have backup plans ready!
U NDERSTANDING	Check for audience understand and readiness to act!
V ISUALS	Get visuals up! Transform ordinary space into DECA space!
W ATER	Hydrate before you present and ensure refreshments for guests when you can.
X -FACTORS	Proactively anticipate the "unknown factor" and be ready to positively react.
Y ES!	A customer is anyone who can say that needs to say YES! Make the ASK!
Z EST!	Be original. Do something different! Get your audience excited!