
Sales Presentation

Using technology to support a presentation can significantly enhance a business leader's effectiveness in selling techniques, merchandise knowledge, and knowing the audience. This event provides recognition for FBLA members who demonstrate the ability to deliver an effective sales presentation while using multimedia presentation technology.

Competencies

Performance Competencies

- demonstrate ability to make a businesslike presentation
- demonstrate proficiency in selling techniques
- demonstrate knowledge of merchandise
- demonstrate presentation skills to the customer
- demonstrate effective verbal communication skills
- describe project development and implementation
- explain content logically and systematically

Business Education Curriculum Standard(s):

Marketing

State Eligibility

Each local chapter may enter two (2) presentations. Entries are to be created by an individual member. Participants must be on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by December 31 of the current school year. **Members participating in this event may not compete in another competitive event at a Region Leadership Conference.**

The ten entries with the highest rating sheet scores will qualify to attend the State Leadership Conference. The top ten (10) finalists will be notified by the PA FBLA Executive Director/State Chairman by the date published at www.pafbla.org/importantdates.php, which is posted on the PA FBLA web site.

State Regulations

Procedure—Prejudged Project

1. Student member, not advisers, must prepare presentations. Local advisers should serve as consultants to ensure that the presentations are well organized, contain substantiated statements, and are developed in an acceptable business style.
2. Participant will sell a product or concept of their choice to the judges.
3. The local chapter adviser must certify and submit an event entry form that is included posted on the PA FBLA web site by the deadline date listed at www.pafbla.org/importantdates.php, which is also posted on the PA FBLA web site.
4. In addition to the event entry form, a Statement of Assurance should be submitted with entry which includes the documentation needed including software used, sources of information, copyright notations, instructions for running project, and template used.
5. Presentations must be uploaded to YouTube by the chapter adviser and received by the deadline posted on the www.pafbla.org website. After chapter advisers register the students for the SLC, specific instructions regarding the upload will be sent directly to the chapter adviser.
6. All presentations must comply with state and federal copyright laws. Refer to format guide for additional information.

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7. Entries will be judged according to the rating sheet.
 8. Presentations should be no more than seven (7) minutes in length.

Procedure – Final Round

1. The event consists of two parts: (1) submission pre-judged presentation, and (2) oral presentation.
2. At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified.
3. Participants are required to complete both parts to be eligible to win an award.

Oral Presentation

1. Based on the ten (10) highest prejudged project scores, a maximum of 10 individuals will be selected to make an oral presentation at the State Leadership Conference.
2. Participant(s) may use a presentation software program as an aid in delivering the business presentation.
3. A maximum time limit of five (5) minutes will be allowed to set up and remove equipment or presentation items.
4. The chapter must provide the computer for the event. A LCD projector, screen, table, and electrical power will be provided on-site. Participants that will be utilizing Apple products or other devices that do not have a VGA port will need to provide their own adapters.
5. The individual or team members must perform all aspects of the presentation (e.g., speaking, set-up, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.
6. All individuals or team members are expected to actively participate in the performance.
7. Seven (7) minutes will be given to deliver the presentation.
8. Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.
9. At the end of six (6) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at seven (7) minutes the timekeeper will stand and hold up a colored time card indicating time is up. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
10. Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.
11. The performance is open to all conference attendees, except performing participants of this event. If participants of the event view other presentations before or after their scheduled presentation time, they (or their team if they are part of one) will be disqualified.
12. **The participant must comply with the PA FBLA Dress Code which can be found at www.pafbla.org/dresscode.php. If the participant does not comply, he or she will not be admitted to the oral presentation areas until he or she is in compliance.**

State Judging

Presentations that meet the above regulations will be reviewed by a panel of judges prior to State Leadership Conference. Using the rating sheets, a panel of judges selects the winners, and all decisions of the judges are final.

In the event there is a tie after the prejudged portion in order to determine the top 10 finalists, ties will be broken based on the following:

First Tiebreaker

- Total points of the *Approach* section on the Pre-Judged Rating Sheet.

Second Tiebreaker

- Total points of the *Product Presentation* section on the Pre-Judged Rating Sheet.

Third Tiebreaker

- Total points of the *Suggestion Selling* section on the Pre-Judged Rating Sheet.

In the event there is a tie after the prejudged portion and the oral presentation component of this event, ties will be broken based on the following:

First Tiebreaker

- Total points of the Pre-Judged Rating Sheet.

Second Tiebreaker

- Total points of the *Handling Objections* section on the Performance Rating Sheet.

Third Tiebreaker

- Total points of the *Closing* section on the Performance Rating Sheet.

Tiebreaker implementation examples can be found in this handbook or at www.pafbla.org/tiebreakers.php.

State Awards

The state will present a maximum of (10) awards at the State Leadership Conference.

National Conference Eligibility

The first-, second-, third-, and fourth-place winning presentations at the State Leadership Conference are eligible for entry at the National Leadership Conference. Advisers and participants should refer to the latest edition of the [National Chapter Management Handbook](#) for official National Leadership Conference event guidelines. All participants will be expected to make a seven-minute (7) oral presentation at the NLC.

In the event that the first-, second-, third-, or fourth-place winner(s) cannot attend, it is the responsibility of the:

local chapter adviser

- to contact the PA FBLA Executive Director/State Chairman about the student who will not be attending.

PA FBLA Executive Director/State Chairman

- to contact the next eligible award winner about participating at the National Leadership Conference.



SALES PRESENTATION

Pre-Judged Rating Sheet

Revised 2017-18

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Expectation Item					
Presents appropriate greeting	0	1-3	4-7	8-10	
Able to determine needs	0	1-5	6-10	11-15	
Presenting the product/service	0	1-5	6-10	11-15	
Able to address objections	0	1-3	4-7	8-10	
Demonstrates suggestion selling	0	1-3	4-7	8-10	
Able to close the sale	0	1-3	4-7	8-10	
Demonstrates the ability to develop relationship	0	1-3	4-7	8-10	
Delivery Skills					
Statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1-3	4-7	8-10	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Penalty Points Deduct five (5) points for not adhering to guidelines					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score	/100 max.				

Name(s): _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



SALES PRESENTATION

Performance Rating Sheet

Revised 2017-18

Final Round

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Expectation Item					
Presents appropriate greeting	0	1-3	4-7	8-10	
Able to determine needs	0	1-3	4-7	8-10	
Presenting the product/service	0	1-3	4-7	8-10	
Able to overcome objections	0	1-3	4-7	8-10	
Demonstrates suggestion selling	0	1-3	4-7	8-10	
Able to close the sale	0	1-3	4-7	8-10	
Demonstrates the ability to develop relationship	0	1-3	4-7	8-10	
Delivery Skills					
Statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty Deduct five (5) points for failure to follow guidelines.					
Final Score					/100 max.

Name(s): _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments: