

# Submission Specifics

*Educators or program leaders must review submissions, making sure they address the topic and are free of grammatical errors. They will also act as a key contact with BestPrep.*

## Submitting an essay:

- Essay must be submitted via a Word document, double-spaced, with left and right margins at 1-inch each. Font should be 12-point Times New Roman or similar.
- Essay must follow MLA or APA standards for references, quotes, and works cited page.
- Essay must be between 600-750 words. The word count includes all words in the essay text. It does NOT include the bibliography, endnotes, or references.

## Submitting a video or electronic piece (music, spoken word, dance):

- Submission can be no longer than three (3) minutes and must be uploaded to YouTube as an unlisted video. Include the link to the video in your submission form.
- [Here is an outside resource](#) explaining how to upload a YouTube video as unlisted.
- Must include a title and a description in a Word doc using 12 pt Times New Roman font in less than 100 words.

## Submitting a sculpture, painting, drawing, or freestanding object:

- 2-D submissions such as paintings, drawings, collages, etc., can be no larger than 26" x 30", and on heavy paper or canvas. Sign and print your name on the back of each piece, not on the front.
- Must include a title and a description in a Word doc using 12 pt Times New Roman font in less than 100 words, with an accompanying jpeg photograph of the piece of art.
- Submission must be delivered by mail or personally to the BestPrep office at 7100 Northland Circle N, Ste 306, Brooklyn Park MN 55428 between the hours of 8:00am and 5:00pm before November 29, 2023. Finalists will have their submission displayed at the event. Contact the office before arriving to make sure it's open.

## Deadline and submission:

- Entries must be submitted by **5:00pm Wednesday, November 29, 2023**, via the online form [HERE](#).
  - Mail or in-person submissions: email Bonnie at [bvagasky@bestprep.org](mailto:bvagasky@bestprep.org) to let her know if you sent your submission via US Postal Mail or dropped the submission off at the office so she can confirm it was received.
- Educators or program leaders, we request that you register your class/organization ahead of time so that we can reserve the appropriate number of judges. Register your class [HERE](#).
- Educators or program leaders must review submissions, making sure they address the topic and are free of grammatical errors. They must also act as a key contact with BestPrep.
- Educators or program leaders will be notified of the results in December 2023.

## How will this be judged?

- All submissions will be judged by a panel of business and education volunteers on the following criteria: comprehension/understanding of the subject matter, creativity, organization, clarity, and originality.
- Finalists will have their submission displayed at the event.