

If you have students in multiple events that require materials to be mailed in, all items can be sent to the State Office in one package.

**TO:** Digital Media Production State Contestants  
**FROM:** Maurice S. Henderson, State Director  
**DATE:** January 16, 2008  
**SUBJECT:** Digital Media Production Materials

All Digital Media Production contestants are required to submit their entry to the State Office before the SLC. Although this request was printed in earlier communication, I am sending this letter so that everyone understands the process.

Each contestant must submit four (4) copies of the Digital Media Production Documentation Form found in the *Guidelines 2008* by the deadline indicated below. **Handwritten documentation forms will result in disqualification.** In addition, please provide three (3) CDs and three (3) copies of release forms and documentation of permission to use registered logos. **Please use paper CD sleeves instead of plastic cases. Plastic cases break in shipping and may damage the CD.** These materials must be individually packaged in one 10" x 13" or larger envelope.

During the interview at the State Leadership Conference, please be prepared to provide another copy of the Digital Media Production Documentation Form as well as complete the presentation and interview section of the competition. Technical judging of the production will be conducted before the State Leadership Conference

**The Digital Media Production CDs and the Digital Media Production Forms must be sent to our office via certified mail postmarked on or before February 1, 2008. Any materials postmarked after February 1, 2008, will be disqualified. **This includes entries mailed to an incorrect address by mistake. Do not use FedEx, UPS, or any other mail courier other than the United States Postal Service.****

Please mail all materials in a 10" x 13" or larger envelope to:

Attn: Digital Media Production  
Business Professionals of America  
Eastern Michigan University  
Ypsilanti, MI 48197

If you have any questions, please contact me via e-mail at [maurice.henderson@emich.edu](mailto:maurice.henderson@emich.edu) or at 734.487.1700.