Chapter Business Procedure
State Contest Information

Date, Time and Location of Contestant Meeting

The 2024 State SkillsUSA Chapter Business Procedure contest will be held on **Sunday, April 21st at 12pm Cox Convention Center, Tulsa, Oklahoma.** Contestants need to report to the 3rd Floor East Meeting rooms for the contest.

Clothing Requirements

Contestants MUST wear official SkillsUSA dress attire for contest. A clothing penalty will apply for any deviations from official dress. [Class A: SkillsUSA Official Attire](#)

Equipment and Materials

1. Supplied by the technical committee:

   a. Necessary materials to run business meeting, including packet with minutes, reports, business items and notepad/pencil.

Contestant Resume

All contestants will be required to submit a one page, typed resume. If any contestant does not submit a resume to the contest chair, penalty points will be assessed.

Rules and Regulations

SkillsUSA (PDP) and knowledge tests will be taken on-line March 13-April 9. Students need to coordinate with testing centers on their campuses to complete testing.

Official outline of contest for Chapter Business Procedure can be found/accessed through Absorb. Please read over technical carefully.

Awards Ceremony

Contest winners will be recognized at the General Session on Monday evening, April 22, at 7:00 p.m. in the Tulsa Convention Center Grand Hall. Contest winners will not be allowed on stage if not in official dress.

For men: Official blazer, jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie; black socks and black shoes. **For women**: Official blazer, jacket or sweater; black dress slacks or knee-length skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, and black dress shoes.