

# Marketing Plan

Rev. Nov 2023

## Purpose

The **Marketing Plan** career development event is designed to assist students with developing practical skills in marketing through the development and presentation of a marketing plan. Students research and present a marketing plan for an agricultural product, supply or service. Students will experience a client-consultant relationship that further connects them to their community and prepares them for potential future careers in marketing.

## Eligibility

The participants must be an active member of a chartered Delaware FFA Chapter and enrolled in grades 9, 10, 11, or 12.

## Event Procedures

- Team make-up: A team representing a state will consist of three members from the same chapter.
- Participants are required to wear FFA Official Dress for this event, members not in Official Dress will be disqualified.
- This contest will consist of a team collaboration.
- Any participant in possession of an electronic device in the event area is subject to disqualification.

## Client Selection

Teams will select an actual, existing local agribusiness, either an established or start-up enterprise, that serves the community; further referred to as the 'client.' Teams decide on the product or service for the marketing plan. The team should serve as a marketing agency for the business; collaborating with the client to deliver owned insights about their company and potential opportunities for their growth through marketing.

Teams should work with an off-campus organization. Marketing plan effectiveness is largely based off a response to learning and understanding an outside client's needs. To emphasize the importance of the client-agency relationship to form the marketing plan, the following are not permitted as selected 'clients:'

- Teams should not use their chapter as a client\*
- Teams should not develop their own business or product for their marketing plan development project.

Teams should not use a start-up or business that is owned by one of its team members; or in which a current team member provides the client relationship.

- \*If a chapter has a certified state business LLC that has been operating prior to plan development, the chapter may use their business as their marketing plan development project

## Event Format

### A. Equipment

- Equipment provided at the event site by State Staff:**
  - Two tripod easels
  - One screen
  - One AV cart including power strip and extension cord
  - Two tables

Note: Students should not assume there will be internet connectivity at the event site. If teams plan to use internet resources, it is recommended that they be embedded into the media presentations.

It is the responsibility of the team to provide any additional equipment, including computer adapters.

### B. Written Plan (100 points)

- A marketing plan should be focused on the end consumer. This is different from a business plan.
  - Emphasis should be placed on using marketing techniques to increase the value of the selected client's products or services to its determined target audience. Marketing techniques should be informed from primary and secondary research and show a clear understanding of client's needs.
  - A marketing plan is concerned with the future. Historical information is very valuable, but the actual plan must be a projection. A plan presented in the current year should be developed for the following year. A three-year timeframe is suggested, which would mean the inclusion of the two years following the current year.
- The marketing plan should include each of the indicators outlined on the written marketing plan rubric.
- A copy of the written plan, in print and electronic format must be handed in during Preliminary Public Speaking to State Staff
  - Per the national handbook, a penalty of 10 percent will be assessed for documents received a week after the deadline. After seven days, teams are subject to disqualification.
  - Chapter name and chapter number **MUST** be on the written plan title page. If not included, a penalty of five points will be deducted.
  - The document should not exceed eight (8) single-sided, 8.5 x 11-inch pages and must be 10 point or larger type size; formatted with margins no greater than 1 inch. Font sizes apply to all text and tables, if applicable. A five-point deduction will be applied to all marketing plans that do not follow these guidelines.
    - Title page — one page
      - Project title
      - Chapter name
      - Chapter number
      - Year
    - Text and appendices — seven pages
      - Marketing plan
      - Supplemental surveys, graphs, maps and/or promotional pieces
  - Written expression is important. Attention should be given to language, general appearance, structure and format. These components impact how your plan is scored

**C. Live Presentation (200 points)**

- The team assumes the role of a marketing consultant. The judges assume the role of the selected client.
- Each team will be allowed five minutes to set up before their 15-minute presentation time allowance begins. Before the presentation, teams are allowed to hand judges one, single-sided, 8.5 x 11-inch page with changes/corrections to the written plan. No other handouts or samples are allowed.
- The live presentation should not exceed 15 minutes. Five points will be deducted from the final score for each minute, or major fraction thereof, over 15 minutes for the presentation. An assigned timekeeper shall be responsible for keeping an accurate record of time.
- In the case of equipment failure, every effort will be made to rectify the problem as quickly as possible; however, at the judges' discretion, a team may be asked to move forward with the presentation. A backup plan is recommended. After the presentation, teams are required to reset the equipment as they found it.

**1. Visual Aids**

- Visual aids are not required but can be used to elevate presentation points and exemplify marketing recommendations. Scoring will be based on how effectively visual aids are used; not how elaborate they are. Visual aids should be pertinent to the presentation and referenced appropriately throughout. If props do not enhance the presentation, they should not be used.
- Remember that visual aids should enhance and clarify what the speakers are saying, not replace them. Visual aids (i.e., flyers, promotional materials, webpages, advertisements, mailers, etc.) should support the marketing effort and not the product itself.

**2. Question & Answer**

- Each member of the team will participate in the question-and-answer session. During this time, marketing team members will be asked to join the judges following their presentation at the table to further discuss marketing questions and details of the proposed plan. The judges will continue to act as the client; asking questions to the presentation team relevant to their marketing recommendations. Questions will be asked to all or individual team members.
- Teams will also be asked a question each from a set of general marketing questions. These questions and answers will not be recorded against the Q&A time allotment. Following this, a maximum of five minutes will be allotted for questions. Only clarifying questions specific to the presented marketing plan will be asked.

**D. Judges & Volunteers**

- At least three qualified judges will be used for the live presentation. Judges will be selected to represent a diverse background of industry, education and communication experience. All will have a sufficient understanding of the marketing plan process. Judges will be given a preview of written plans prior to the team's presentation, but it should be assumed judges will not have thorough background on a team's plans or findings prior to the presentation.
- The judges' written evaluations will be distributed at the awards ceremony. Additionally, teams will receive their rank for their written plans.
- In addition to the judges, a timekeeper will be provided.

**Scoring**

- Teams will be ranked in numerical order based on the final score determined by each judge without consultation. The judges' rankings of each team shall then be added. The winner will be the team whose added total is the lowest. The lower totaled score indicates the higher team ranking. Other placings will be determined in the same manner (ranking method of selection)

**A. Tiebreaker**

- Ties will be broken based on the greatest number of high team rankings. As teams are ranked in numerical order, lower numbers indicate a higher ranking. Team ranks will be counted, and the team with the greatest number of high ranks will be declared the winner.
- If a tie still exists, written plan scores will be used and follow the same ranking method. The team with the highest ranking will proceed. If a tie still exists, the team with the highest Q&A rank will be declared the winner

**Awards**

Teams participating in the Marketing Plan CDE will receive the appropriate medal and plaque based upon their ranking. The team placing first will receive gold. The team placing second will receive silver. The team placing third will receive bronze. Other participating teams will also be recognized/announced based on their ranking.

**References**

This list of references is not intended to be all-inclusive. Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation. Past CDE materials and other resources are available on FFA.org.

# Written Marketing Plan Rubric

100 POINTS

Chapter	State			Team Number		
Indicator	Very strong evidence of skill 5-4 points	Moderate evidence of skill 3-2 points	Weak evidence of skill 1-0 points	Points Earned	Weight	Total Points
<b>Description of product/client status</b>	The plan contains details of the products/services from the customer's point of view and identifies key competitors and how the product/service is positioned to compete.	The plan describes the products/services; however, detail on the features, benefits and competitors is lacking.	Little to no information is provided on the product/service, its features and benefits or its competitors.		x 1	
<b>Market Analysis</b>						
<b>Client's status in current market</b>	Information is thoroughly and clearly reported, including such things as the type of product/service, current marketing efforts, current knowledge about customers and competitors, etc.	Information is, for the most part, thoroughly and clearly reported, but some information that may be critical to the marketing plan is missing.	Information is provided, but there is a great deal of potentially important information missing.		x 1	
<b>Industry trends</b>	Describes how major trends and information helped identify immediate opportunity	Describes major trends that could impact this industry in the near future	Gives a brief history of the industry but does not demonstrate understanding of trends		x 1	
<b>Buyer profile and behavior</b>	Describes in-depth the buyer in the customer profiles buying roles, buying behavior and buyer decision-making process	Briefly describes the buyer in the customer profiles buying roles, buying behavior and buyer decision-making process	The buyer profile section is incomplete.		x 1	
<b>Competition's SWOT analysis</b>	A thorough SWOT analysis is provided, and the reasoning for each item in the SWOT is provided and logical.	SWOT analysis is provided, but there are some missing points. The reasoning for each item is not always thoroughly provided and/or logical.	SWOT analysis is provided, but there are missing points, and there is no reasoning provided for the items.		x 1	
<b>Product's/client's SWOT analysis</b>	A thorough SWOT analysis is provided, and the reasoning for each item in the SWOT is provided and logical.	SWOT analysis is provided, but there are some missing points. The reasoning for each item is not always thoroughly provided and/or logical.	SWOT analysis is provided, but there are missing points, and there is no reasoning provided for the items.		x 1	
<b>Primary Research results (survey, focus groups, interviews)</b>	Excellent plan for collection of data justified with many facts from current business environment	Adequate data collection plan justified with a few facts from business environment	Data collection plan is unorganized and not supported by business environment		x 1	
<b>Business Proposal</b>						
<b>Mission statement</b>	Useful mission statement that is relevant to the business	Mission statement is not totally relevant to the business.	Irrelevant, not matching business use		x 1	
<b>Key planning assumption</b>	Identifies and validates key assumptions in the strategy	Identifies and validates most of the key assumptions in the strategy	Does not surface the key assumptions or validation for the strategy		x 1	
<b>Short- and long-term goals</b>	Short- and long-term business goals are attainable and time-bound.	Short- and long-term business goals may not be attainable or are not time-bound.	Goals are missing or are irrelevant to the business.		x 1	

Indicator	Very strong evidence of skill 5-4 points	Moderate evidence of skill 3-2 points	Weak evidence of skill 1-0 points	Points Earned	Weight	Total Points
<b>Target market</b>	Clearly identified by demographics and product/service meets needs/wants of target group	Somewhat identified by demographics and product/service may meet needs/wants of target group	Not identified by demographics and product/service does not meet needs/wants of target group		x 1	
<b>Strategies and Action Plan</b>						
<b>Product</b>	Clearly evident what product/service is being provided	Somewhat evident what product/service is being provided	Unclear what product/service is being provided		x 1	
<b>Price</b>	Includes the pricing structure and explains why/how these prices were determined	Includes the pricing structure but does not explain how the prices were determined	Does not provide complete pricing structure; some products or services are missing; No rationale for the pricing strategy is given.		x 1	
<b>Place</b>	Location is very convenient for target market	Location is accessible for target market	Location is not very convenient for target market		x 1	
<b>Promotion</b>	Promotional material makes target market clearly aware of what the product/service is, what it does and where it is available	Promotional material makes target market somewhat aware of what the product/service is, what it does and where it is available	Promotional material does not make target market aware of what the product/service is, what it does and where it is available		x 1	
<b>Position</b>	Unique selling position (USP) in the market clearly determined	Unique selling position (USP) in the market is somewhat determined	Unique selling position (USP) in the market is not determined		x 1	
<b>Budget (income statement, costs, returns, accuracy)</b>						
	Income statement is complete and demonstrates a reasonable return on investment (ROI); all calculations are accurate and accurately categorized.	Income statement is complete and demonstrates a questionable return on investment (ROI); most calculations are accurate and accurately categorized.	Income statement is not complete and demonstrates an unreasonable return on investment (ROI); most calculations are inaccurate and inaccurately categorized.		x 2	
<b>Evaluation</b>						
	Evaluates data or criteria in a way that reflects an in-depth understanding of the product/service	Evaluates data or criteria in a way that reflects some basic understanding of the product/service	Has difficulty evaluating important data or criteria, which demonstrates a lack of understanding of the product/service		x 1	
<b>Technical Business Writing</b>						
	The plan contains no more than five spelling or grammatical errors. If any sources have been referenced, proper citations have been used. The plan is formatted according to the handbook.	The plan contains more than five spelling or grammatical errors. Citations, if needed, have been cited correctly. The plan is formatted according to the handbook.	The plan has many spelling or grammatical errors. No citations have been provided. The plan has not been formatted appropriately.		x 1	
<b>Deduction:</b> Late submission: Written plan received after deadline. Deduct 10 percent of possible plan score or 10 points. Submission after 7 days post deadline – 25 points						
<b>Deduction:</b> State name and chapter number title page. If not included, a penalty of five points will be deducted.						
<b>Deduction:</b> Five points deducted for incorrect written plan format. (eight (8) single-sided, 8.5 x 11-inch pages and must be 10 point or larger type size; formatted with margins no greater than 1 inch)						
<b>WRITTEN MARKETING PLAN TOTAL POINTS</b>						

Judge's Name

Judge's Signature

Date

# Marketing Plan Presentation Rubric

**200 POINTS**

Chapter \_\_\_\_\_

State \_\_\_\_\_

Team Number \_\_\_\_\_

Indicator	Very strong evidence of skill 5-4 points	Moderate evidence of skill 3-2 points	Weak evidence of skill 1-0 points	Points Earned	Weight	Total Score
<b>Marketing Process (Understanding and clear presentation of the six parts of the marketing plan)</b>						
Brief description/Client status	Clear and engaging description of a want or unmet need in the market using data to support claims is presented	Somewhat clear description of a want or unmet need in the market is presented	Unclear description of a want or unmet need in the market is presented		x 1	
Marketing analysis • Status in market • Industry trends • Buyer profile • SWOT analysis	Clear and compelling narrative that seamlessly integrates all important market research concepts from the written plan into the presentation	Clear narrative that integrates some market research concepts from the written plan into the presentation	No clear narrative or demonstration of market research concepts from the written plan in the presentation		x 2	
Primary research	Market is clearly explained using primary market research tools to persuasively support that the business in the presentation.	Market is somewhat explained and demonstrates the use of some primary market research tools to support the business in the presentation	Market is not explained and does not demonstrate the use of primary market research tools in the presentation		x 7	
Business proposal • Mission statement • Key planning assumptions • Goals • Target market	Clear and compelling narrative that seamlessly integrates all important business concepts from the written plan into the presentation	Clear narrative that integrates some business concepts from the written plan into the presentation	No clear narrative that demonstrates business concepts from the written plan in the presentation		x 3	
Strategies/action plan • Product • Price • Place • Promotion • Position	Strategies/action plans from the written plan are pervasively included in the presentation	Some of the strategies/action plans from the written plan are included in the presentation	No clear presentation of strategies/action plans are included in the presentation		x 6	
Budget • ROI • Cost of strategies	Clear and compelling narrative that seamlessly integrates all important financial concepts from the written plan into the presentation	Clear narrative that integrates some financial concepts from the written plan into the presentation	No clear narrative or demonstration of financial concepts from the written plan in the presentation		x 5	
Evaluation • Benchmarks • Measuring tools • Alternative strategies	Clear and compelling narrative that seamlessly integrates all the important evaluation information from the written plan in the presentation	A narrative that integrates some evaluation information from the written plan is included in the presentation.	No clear demonstration of evaluation information from the written plan is included in the presentation.		x 2	

Indicator	Very strong evidence of skill 5-4 points	Moderate evidence of skill 3-2 points	Weak evidence of skill 1-0 points	Points Earned	Weight	Total Score
<b>Communication</b>	Speaks with confidence, presence, poise and eye contact; excellent use of grammar enhances the entire presentation; All members participated equally.	Some problems with pauses, pacing and/or eye contact and language, includes grammar that is average; Two members took an active role in the presentation.	Reads from notes, rarely looks at audience; has problems with pronunciation and/or very low level of grammar is used; All members did not participate equally.		x 4	
<b>Question and Answers</b>	Knowledge is evident and provides a clear, concise well-thought out answer to the questions	Provides answers that are somewhat unclear and at times does not answer questions.	Seems caught off guard by questions and either does not answer the question or provides a rambling answer		x 10	
<b>Presentation Total Points (possible 200 points)</b>						
<b>Deduction:</b> Five points for each minute, or major fraction thereof, presentation went over 15 minutes.						
<b>Written Plan Total Points (possible 100 points)</b>						
<i>Sub-total (Written and Presentation)</i>						
<b>NET TOTAL POINTS (300 POSSIBLE POINTS)</b>						
<b>TEAM RANKING</b>						