



2016 Administration & Production Requirements Checklist

Contestant Name: _____

Local Title: _____

Contestant Eligibility Administration Requirements

	Due Date	Date Sent
State Contestant Contract - return one complete copy that has been notarized & signed	March 18, 2016	_____
A. State Contestant Contract - pages 1-19 - signed & notarized	March 18, 2016	_____
B. Attachment A: Supplemental Fact Sheet – page 13	March 18, 2016	_____
C. Attachment B: Emergency Information Form - pages 14 & 15	March 18, 2016	_____
D. Addendum C: Local/State Scholarship Rules & Regulations page 16	March 18, 2016	_____
E. Addendum D & E: Contestant Social Media Policies pages 18 - 19	March 18, 2016	_____
F. Official Transcript through Dec 2015 & Scholastic Achievement Application Form	March 18, 2016	_____
Certification-Page 12 of Contestant Contract (Notarized Contestant Signature & Local ED Signature)	March 18, 2016	_____

Additional Eligibility Forms

Copy of Official Birth Certificate - DO NOT SEND ORIGINAL	March 18, 2016	_____
Copy of medical insurance cards – If you do not have insurance, please include a note	March 18, 2016	_____
Contestant Resume - original & 5 copies	March 18, 2016	_____
Platform Issue Statement - signed original & 5 originally signed copies	March 18, 2016	_____

Photo Requirements: Identify each print with name & title

Label requested CD's with name/title/type of photo

2 - 2 ½ x 3 ½ Head & shoulders only - NO CROWN - Program Book, Press & Button 2 prints and 2 CD's (300 dpi) - 1 additional CD with full image of photo before cropping	March 18, 2016	_____
5 - 5 x 7 NO CROWN - Color - Prints and CD (300dpi) – Judges Notebooks	March 18, 2016	_____
1 - 8 x 10 WITH CROWN - Color - CD (300 dpi) & small proof image - Hotel Lobby Display	March 18, 2016	_____
Photography Agreement: <input type="checkbox"/> Individual and/or <input type="checkbox"/> Corporation	March 18, 2016	_____

2016 State Forms

Appointment of Hostess & Authorization to Allow Medical Treatment	March 18, 2016	_____
Contestant's Commitment to State Pageant	March 18, 2016	_____
Contestant Release and Indemnity Agreement	March 18, 2016	_____
Official Rules and Regulations	March 18, 2016	_____
Precepts of Conduct for Teen Contestants	March 18, 2016	_____
Job Description	March 18, 2016	_____

Production Requirements

Talent Request Form- Final Deadline	March 11, 2016	_____
Production Invoice \$195.00 payable to MOP (no credit cards accepted for this payment)	March 1, 2016	_____
Contestants' Day Production Form	March 18, 2016	_____
Lyrics and/or Dialogue and/or Backup Lyrics - original & 3 copies	March 18, 2016	_____
Talent Permission Letters for Original Written Material or Literary Work	March 18, 2016	_____
Suggested Talent Introduction - original & 2 copies- MO Office by 3/18 or Contestants' Day	April 2, 2016	_____
Musician/Engineer/Producer Track Release - form may be duplicated. Each person involved with production of custom CD must sign a release form.	April 2, 2016	_____
Electronic Talent Accompaniment emailed to mootcontestantsday@gmail.com—90	March 18, 2016	_____
Second Limit - Labeled w/name, title & name of music	_____	_____

Due Date

Date Sent



Administration & Production Requirements Checklist - continued

Supplemental Forms		
	Due Date	Date Sent
Salute Ad Pages - Forms, payments or Camera Ready Art - none accepted late	April 2, 2016	
Local Pageant & Family Badge Request Forms - typed names & titles -		
Must have badge to attend open rehearsal, meetings or visitation Price increases after 4/30	April 2, 2016	
Kiwanis Club Community Service Award – Mail to Miss Oklahoma office – postmarked no later – late applications will NOT be accepted	May 1, 2016	
Pageant & Family Brunch Reservation Form & payment – Sunday, May 31st (Ticketed Event)	May 10, 2016	
Awards Celebration Reservation Form & payment – Saturday, June 7th (Ticketed Event)	May 10, 2016	
Health History & Parental Consent Forms - DO NOT MAIL – Bring to check-in	June 6, 2016	
Children’s Miracle Network Hospital – Registrations – All teens are required to register for CMNH and raise at least \$100	June 6, 2016	

ALL INFORMATION & MATERIALS ARE DUE BY DEADLINES STATED. PLEASE BE PROMPT!

MAIL TO: MISS OKLAHOMA SCHOLARSHIP PAGEANT
10026-A South Mingo Road #287
Tulsa, OK 74133

CONTESTANTS’ DAY - SATURDAY, APRIL 2nd - This is a very tentative schedule.

Tulsa Community College
10300 East 81st St
Tulsa, OK 74133

Tentative Schedule: Miss & Teen Titleholders are **REQUIRED** to attend all scheduled functions during the entire day.

- 8:40 – 9:00 a.m.-- Check-in (for all Miss Local Pageants within 100 miles of Tulsa) **Teen Check-in begins**
- 9:05 a.m. -- Welcome
- 9:10 a.m. -- Talent Rehearsal – Group A
- 9:45 a.m. -- **Final Teen Check-in -- meeting with Gentry & Teen Staff**
- 9:45 a.m. -- Check-in (for all Miss Local Pageants over 100 miles of Tulsa)
- 10:15 a.m. -- Morning Information Session & Group Photos – Miss Contestants
- 10:50 a.m. -- Talent Rehearsal – Group B
- After Group Rehearsal -- Production discussion - Open to Local Directors, T.C.’s and Parents
- 12:10 p.m. -- **LUNCH – MISS CONTESTANTS ONLY!** Lunch will be provided for Miss Contestants only. Everyone else (including Teen Contestants) will be on their own for lunch.
- 1:00 p.m. -- Production Rehearsal – Miss Contestant’s required – This is a closed rehearsal
- 1:15 p.m. -- **Teen Talent Rehearsal** – Contestants, Directors, Parents
- 3:20 p.m. -- Afternoon Information Session – for all Miss & **Teen Titleholders (this is mandatory)**, and for Local Directors, Traveling Companions, and parents who are present.

***Please be sure to join us 7:00PM, April 2nd for our MISS OKLAHOMA TALENT REVIEW**

Each **Miss & Teen** contestant will be expected to perform her talent as she will be performing it during the Miss Oklahoma & MOOTeen. She must bring her CD to Contestants’ Day. Please remember, that all CD’s **must be recorded on new and excellent quality C.D.** All talents will be timed and cannot exceed the 90-second time limit. No props or costumes are required, unless the contestant desires. **All titleholders are required to attend all functions of the day! Each titleholder should bring two CD’s, of her music to Contestants’ Day. She will leave one CD with the production staff as a back-up. Be sure that the CD and case are labeled with the titleholders name, title and title of music.**