

**2017 Administration & Production Requirements Checklist**

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| **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 17, 2017 |  |  |
| 1. State Contestant Contract - pages 1-19 - signed & notarized
 | March 17, 2017 |  |  |
| 1. Attachment A: Supplemental Fact Sheet – page 13
 | March 17, 2017 |  |  |
| 1. Attachment B: Emergency Information Form - pages 14 & 15
 | March 17, 2017 |  |  |
| 1. Attachment C: Local/State Scholarship Rules & Regulations page 16
 | March 17, 2017 |  |  |
| 1. Addendum D & E: Contestant Social Media Policies pages 17 - 19
 | March 17, 2017 |  |  |
| 1. Official Transcript through Dec 2016 & **Scholastic Achievement Application Form**
 | March 17, 2017 |  |  |
| Certification-Page 11, 19 of Contestant Contract (Local ED Signature) | March 17, 2017 |  |  |
| **Additional Eligibility Forms** |
| Copy of Official Birth Certificate - DO NOT SEND ORIGINAL | March 17, 2017 |  |  |
| Copy of medical Insurance cards – If you do not have insurance, please include a note | March 17, 2017 |  |  |
| Contestant Resume - ***original & 5 copies*** |  | March 17, 2017 |  |  |
| Platform Issue Statement - ***signed original & 5 originally signed copies***  | March 17, 2017 |  |  |
| **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  |  | March 17, 2017 |  |  |
|  2 prints and 2 CD’s (300 dpi) - 1 additional CD with full image of photo before cropping  | March 17, 2017 |  |  |
| 5 - 5 x 7 NO CROWN - Color – Glossy Prints **and** CD (300dpi) – Judges Notebooks |  |
| 1 - 8 x 10 WITH CROWN - Color - CD (300 dpi) & **small** proof image - Hotel Lobby Display  | March 17, 2017 |  |  |
|   | March 17, 2017 |  |  |
|  Photography Agreement: 🗌 Individual and/or 🗌 Corporation  |  |  |  |
| **2017 State Forms** |
| Appointment of Hostess & Authorization to Allow Medical Treatment  | March 17, 2017 |  |  |
| Contestant’s Commitment to State Pageant (Local ED Signature) | March 17, 2017 |  |  |
| Contestant Release and Indemnity Agreement  | March 17, 2017 |  |  |
| Official Rules and Regulations  | March 17, 2017 |  |  |
| Precepts of Conduct for Teen Contestants  |  March 17, 2017 |  |  |
| Job Description  | March 17, 2017 |  |  |
| **Production Requirements** |
| Talent Request Form- Final Deadline  | March 10, 2017 |  |  |
| Production Invoice $215.00 payable to MOP (no credit cards accepted for this payment) | March 1, 2017 |  |  |
| Contestants’ Day Production Form | March 17, 2017 |  |  |
| Lyrics and/or Dialogue and/or Backup Lyrics - ***original & 3 copies*** | March 17, 2017 |  |  |
| Suggested Talent Introduction -***original & 2 copies- MO Office by 3/17 or Contestants’ Day*** |  April 1, 2017 |  |  |
| Musician/Engineer/Producer Track Release - form may be duplicated. Each person involved with production of custom CD must sign a release form.  |  April 1, 2017 |  |  |
| Electronic Talent Accompaniment emailed to mootcontestantsday@gmail.com—90 Second Limit - Labeled w/name, title & name of music |  March 17, 2017 |  |  |
|  | **Due Date** |  | **Date Sent** |



**Administration & Production Requirements Checklist - continued**

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| **Supplemental Forms** |
|  | **Due Date** |  | **Date Sent** |
| Salute Ad Pages - Forms, payments or Camera Ready Art - none accepted late | April 1, 2017 |  |  |
| 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 1, 2017 |  |  |
| Kiwanis Club Community Service Award – Mail to Miss Oklahoma office – **postmarked no later** – late applications will **NOT** be accepted |  May 1, 2017 |  |  |
| Pageant & Family Brunch Reservation Form & payment – **Sunday, June 4th** (Ticketed Event) | May 10, 2017 |  |  |
| Awards Celebration Reservation Form & payment – **Saturday, June 10th** (Ticketed Event) | May 10, 2017 |  |  |
| Health History & Parental Consent Forms - **DO NOT MAIL** – Bring to check-in | June 5, 2017 |  |  |
| Children’s Miracle Network Hospital – Registrations – All teens are required to register for CMNH and raise at least $100 | June 5, 2017 |  |  |

**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 1st -** 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.

Each **Miss & Teen** contestant will be expected to perform her talent as she will be performing it during the Miss Oklahoma & MOKOTeen. 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.***