



2018 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 19, 2018	_____
A. State Contestant Contract - pages 1-19 - signed & notarized	March 19, 2018	_____
B. Attachment A: Supplemental Fact Sheet – page 13	March 19, 2018	_____
C. Attachment B: Emergency Information Form - pages 14 & 15 - original & 2 copies	March 19, 2018	_____
D. Attachment C: Local/State Scholarship Rules & Regulations page 16	March 19, 2018	_____
E. Addendum D & E: Contestant Social Media Policies pages 17 - 19	March 19, 2018	_____
F. Official Transcript through Dec 2017 & Scholastic Achievement Application Form	March 19, 2018	_____
Certification-Page 19 of Contestant Contract (Local ED Signature)	March 19, 2018	_____

Additional Eligibility Forms

Copy of Official Birth Certificate - DO NOT SEND ORIGINAL	March 19, 2018	_____
Copy of Medical Insurance Cards – If you do not have insurance, please include a note	March 19, 2018	_____
Contestant Resume - original & 5 copies	March 19, 2018	_____
Platform Issue Statement - signed original & 5 originally signed copies	March 19, 2018	_____

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 19, 2018	_____
5 - 5 x 7 NO CROWN - Color – Glossy Prints and CD (300dpi) – Judges' Notebooks	March 19, 2018	_____
1 - 8 x 10 WITH CROWN - Color - CD (300 dpi) & small proof image - Display	March 19, 2018	_____
Photography Agreement: <input type="checkbox"/> Individual and/or <input type="checkbox"/> Corporation	March 19, 2018	_____

2017 State Forms

Appointment of Hostess & Authorization to Allow Medical Treatment	March 19, 2018	_____
Contestant's Commitment to State Pageant (Local ED Signature)	March 19, 2018	_____
Contestant Release and Indemnity Agreement	March 19, 2018	_____
Official Rules and Regulations	March 19, 2018	_____
Precepts of Conduct for Teen Contestants	March 19, 2018	_____
Job Description	March 19, 2018	_____

Production Requirements

Talent Request Form- Final Deadline	March 10, 2018	_____
Production Invoice \$215.00 payable to MOP (no credit cards accepted for this payment)	March 1, 2018	_____
Contestants' Day Production Form - original & 2 copies	March 19, 2018	_____
Lyrics and/or Dialogue and/or Backup Lyrics - original & 3 copies	March 19, 2018	_____
Suggested Talent Introduction - original & 2 copies	March 19, 2018	_____
Musician/Engineer/Producer Track Release - form may be duplicated. Each person involved with production of custom CD must sign a release form.	March 19, 2018	_____
Electronic Talent Accompaniment emailed to mootcontestantsday@gmail.com—90 Second Limit - Labeled w/name, title & name of music	March 19, 2018	_____

Due Date

Date Sent



Administration & Production Requirements Checklist - continued

Supplemental Forms		
	Due Date	Date Sent
Salute Ad Pages – Order Forms, payments and any Forms & Materials for Transcript Press *Camera Ready Art - none accepted late	April 7, 2018	
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 14, 2018	
Miss Oklahoma Essay – Community Service Award – Mail to Miss Oklahoma Office – postmarked no later than May 1 st – Late applications will NOT be accepted	May 1, 2018	
Pageant & Family Brunch Reservation Form & payment – Sunday, June 2nd (Ticketed Event)	May 10, 2018	
Awards Celebration Reservation Form & payment – Saturday, June 9th (Ticketed Event)	May 10, 2018	
Official Transcript through Spring 2018 - DO NOT MAIL – Bring to check-in	June 4, 2018	
Children’s Miracle Network Hospital – Registrations – All teens are required to register for CMNH and raise at least \$100. *Fundraising for CMNH Top Teen Miracle Maker, will be closed Sunday, June 3 rd .	June 4, 2018	

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’ WEEKEND - SATURDAY, APRIL 7th & SUNDAY, APRIL 8th - This is a very tentative schedule.

All titleholders are required to attend all functions of the weekend!

TEEN CONTESTANTS – SATURDAY ONLY

River Spirit Casino Resort - 8330 Riverside Parkway, Tulsa, OK is offering a special rate \$109.00 plus taxes for April 6 & April 7. For reservations call - 1-888-748-3731 and request the group rate for Miss Oklahoma Contestants’ Weekend or follow <https://res.windsurfercrs.com/ibe/details.aspx?propertyid=14651&nights=1&checkin=04/06/2018&group=3178494>.

Saturday, April 7th - Paradise Cove at River Spirit Casino Resort - 8330 Riverside Pkwy Tulsa, OK 74137

Dress: Rhinestone T-shirts with your choice: white jeans or white long pants (no shorts or Capri’s).

Miss & Teen Titleholders are **REQUIRED** to attend all functions during the entire day. Production Wardrobe will be distributed.

- 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 & Talent Rehearsal - **Group A** Miss Contestants
- 9:45 a.m. -- Check-in (for all Miss & Teen Local Pageants over 100 miles of Tulsa)
- 10:15 a.m. -- Morning Information Session & Group Photos – Miss & Teen Contestants, OK Stars
- 10:50 a.m. -- Talent Rehearsal – **Group B** Miss Contestants -- Teens: Meeting with Gentry & Staff
- After Group Rehearsal -- Production discussion - Open to Local Directors, T.C.’s and Parents
- 12:00 noon -- EVERYONE BREAK FOR LUNCH - ALL CONTESTANTS ARE FREE TO HAVE LUNCH WITH THEIR LOCAL ORGANIZATIONS.
- 1:15 p.m. -- Teen Talent Rehearsal – Contestants, Directors, Parents
Miss Contestants - Miss America Serves Project
- 3:30 p.m. -- Placement Draw – for all Miss & Teen Titleholders (**this is mandatory**)

Each **Miss & Teen** contestant will be expected to perform her talent as she will be performing it during the Miss Oklahoma & MOOTeen. She **must e-mail a MP3 File of her music by March 19** and then bring one CD to Contestants’ Day. Please remember, that all CD’s **must be recorded on new and excellent quality C.D.** **Please check your CD on a player other than your computer to make sure it will play.** All talents will be timed and cannot exceed the 90-second time limit. **She will leave one CD with the production staff. Be sure that the CD and case are labeled with the titleholders name, title and title of music.** No props or costumes are required, unless the contestant desires. Each Miss Titleholder is also required to bring a swimsuit of her choice and a pair of heels. **Each titleholder must e-mail her music as stated above & bring one CD, of her music on April 7.**

Tentative 6:00 p.m. -- Miss Contestants only - Special Dinner & fun - Details to be announced.

Sunday, April 8th - Paradise Cove at River Spirit Casino Resort - 8330 Riverside Pkwy Tulsa, OK 74137

- 8:30 a.m. -- Arrival - **Miss Titleholders only** -- Active Wear & tennis shoes plus bring swimsuit & heels
Production Rehearsal – Miss Contestant’s required - Closed Rehearsal