



2019 Administration & Production Requirements
Master Checklist (Page 1 of 2)

MOKOTeen State Forms - Complete these using your MOKOTeen Gmail Account - Electronic Forms

FORM 1 - Basic Contestant Information	Due March 20th	Date Submitted:
FORM 2 - Official Rules & Regulations	Due March 20th	Date Submitted:
FORM 3 - Precepts of Conduct	Due March 20th	Date Submitted:
FORM 4 - MOKOTeen Job Description	Due March 20th	Date Submitted:

Production Forms - Complete these using your MOKOTeen Gmail Account - Electronic Forms

FORM A - Media & Candid Photos	Due March 20th	Date Submitted:
FORM B - Contestants' Day Production Form	Due March 20th	Date Submitted:
FORM C - Questions for Contestants	Due March 20th	Date Submitted:
FORM D - Talent Conference Consent	Due March 20th	Date Submitted:
FORM E - Suggested Talent Introduction	Due March 20th	Date Submitted:
FORM F - Talent Lyrics Dialogue Form	Due March 20th	Date Submitted:
FORM G - The POST Project Photos	Due March 20th	Date Submitted:
FORM H - Younger You Talent Information	Due March 20th	Date Submitted:

Eligibility Administration Requirements - Access from the MOKOTeen Website - Mail-In Forms & Documents

2019 State Contestant Contract - signed & notarized	Due March 20th	Date Completed:
Attach C - Scholarship Rules & Regulations	Due March 20th	Date Completed:
Proof of Residence	Due March 20th	Date Completed:
Copy of Official Birth Certificate	Due March 20th	Date Completed:
Copy of Health & Dental Insurance Cards	Due March 20th	Date Completed:
Affidavit of No Insurance - if applicable	Due March 20th	Date Completed:
Scholastic Achievement Application	Due March 20th	Date Completed:
Official Sealed Transcript through Dec '18	Due March 20th	Date Completed:
Copy of P-SAT, ACT &/or SAT - if applicable	Due March 20th	Date Completed:
Proof of Homeschooling Requirements - if applicable	Due March 20th	Date Completed:

Additional Administration Requirements - Access from the MOKOTeen Website - Mail-In Forms & Documents

Contestant Resume - original & 6 copies	Due March 20th	Date Completed:
Platform Statement - original & 6 copies	Due March 20th	Date Completed:
Appt of Hostess & Allow Medical Treatment	Due March 20th	Date Completed:
Contestant's Commitment to State Pageant	Due March 20th	Date Completed:
Contestant Release & Indemnity Agreement	Due March 20th	Date Completed:
Musician/Engineer/Producer Track Release - if applicable	Due March 20th	Date Completed:



**2019 Administration & Production Requirements
Master Checklist (Page 2 of 2)**

Photo Requirements - Program Book, Hotel, Button (Same Photo for all) - NO CROWN - Mail-In Items

Two - 2 1/2x3 1/2 Prints (wallet size)	Due March 20th	Date Completed:
Two - 5x7 CD's (300dpi) of cropped photo	Due March 20th	Date Completed:
One - 8x10 CD (300dpi) of cropped photo	Due March 20th	Date Completed:
One - 5x7 CD (300dpi) full un-cropped image of photo	Due March 20th	Date Completed:

Photo Requirements Cont'd - Judges' Notebook & Photographer Release - NO CROWN - Mail-In Items

Six - 5x7 Prints - Color, Glossy	Due March 20th	Date Completed:
One - 5x7 CD (300dpi) of cropped photo	Due March 20th	Date Completed:
Photog Release Agreement - Individual and/or Corporation	Due March 20th	Date Completed:

Add'l Deadlines, Important Tasks to Complete & Things to Know - Forms & Instructions on MOKOTeen Website

Talent Request Form - Final Deadline	Due March 9th	Date Submitted:
Miles for Miracles - CMNH Fundraiser Sign-Up - optional	Due March 15th	Date Mailed:
Production Invoice - \$235 - Checks Payable to Miss OK	Due March 20th	Date Emailed:
Email Talent Track to mootcontestantsday@gmail.com	Due March 20th	Date Completed:
Join MOKOTeen 2019 GroupMe App - Teens Check Regularly	Due March 20th	Date Completed:
Create Account on CMNH Website - \$250 Fundraising Goal	Due March 20th	Date Completed:
Salute Ad Pages - Order Forms, Payments, Art Work	Due April 6th	Date Completed:
Local Pageant & Family Badge Request Form <small>price increase after 4/30</small>	Due April 30th	Date Completed:
Miss Oklahoma Community Service Essay - optional	Due May 1st	Date Completed:
Arrival & Teen Travel Information Form - MOKOTeen gmail form	Due May 8th	Date Submitted:
Monday Move-In Event RSVP Form - MOKOTeen gmail form	Due May 8th	Date Submitted:
Pageant & Family Brunch Form & Payment (ticketed event)	Due May 8th	Date Submitted:
Teen Celebration Form	Due May 8th	Date Submitted:
Miss OK Celebration Form & Payment (ticketed event)	Due May 8th	Date Submitted:
CMNH Top Teen Miracle Maker - Fundraising Deadline	Due May 29th	Amount Raised:
Health History & Emergency Contact Form - MOKOTeen gmail form	Due May 29th	Date Submitted:
Official Sealed Transcript through Spring '19 - DO NOT MAIL	Due June 3rd	Bring to Check-In 6/3

This document is your MASTER CHECK-LIST. For further instructions and very important additional details, please take the time to carefully read through ALL of the check-list documents provided to you. Thank You!

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



2019 Administration & Production Requirements
Signature, Labeling & Other Reminders

2019 State Contract - Return One Complete Copy (Pages 1 - 19 & Attach. C)

- Parent/Guardian & Contestant Initial and date bottom of ALL PAGES! (Pg 1 - 19)
- Parent/Guardian & Contestant SIGN & NOTARIZE (Pg 10 - 11)
- Local Director SIGN & DATE (Pg 11)
- Parent/Guardian SIGN & NOTARIZE (Pg 12)
- Print Attachment C - Scholarship Rules & Regulations - Read, Sign (put behind Pg 16)
- Parent/Guardian & Contestant SIGN & DATE (Pg 19)
- Local Director SIGN & DATE (Pg 19)

2019 Scholastic Achievement - Return One Complete Copy (Pages 1 - 2)

- Parent/Guardian SIGN & NOTARIZE (Pg 2)

Contestant Resume & Platform Statement (1 Page Each)

- Check, double check...then check again for typos!
- Six Copies - Resume & Platform Statement - PLAIN PAPER
- Platform Statement - Contestant SIGN & DATE (all 6 copies)

Appointment of Hostess and Authorization to Allow Medical Treatment (1 Page)

- Parent/Guardian & Contestant SIGN & NOTARIZE

Contestant's Commitment to State Pageant (1 Page)

- Parent/Guardian & Contestant SIGN & NOTARIZE

Contestant Release & Indemnity Agreement (1 Page)

- Parent/Guardian & Contestant SIGN & NOTARIZE

Photo Requirements - EVERY SINGLE PHOTO ITEM MUST BE LABELED!!!

- Two - 2 1/2x3 1/2 Wallet Sized Prints - Label Back of Photo Contestant's Name & Title
- Two - 5x7 CD's - Label CD Contestant's Name & Title, Cropped, 5x7
- One - 8x10 CD - Label CD Contestant's Name & Title, Cropped, 8x10
- One - 5x7 CD - Label CD Contestant's Name & Title, Un-Cropped, 5x7
- Six - 5x7 Prints (Color & GLOSSY) - Label Back of ALL PHOTOS Contestant's Name & Title, Judges' Photo
- One - 5x7 CD - Label CD Contestant's Name & Title, Cropped, Judges' Photo





2019 Administration & Production Requirements
Mail-In Checklist

**ALL MAIL-IN ITEMS MUST ARRIVE AT THE MISS OKLAHOMA OFFICE BY OR BEFORE
MARCH 20TH**

Please utilize this checklist when preparing your mail-in paperwork packet

- 2019 State Contestant Contract - sign, date & notarize - initial bottom of all pages!
- Attachment C - Scholarship Rules & Regulations - sign & date
- Proof of Residence
- Copy of Official Birth Certificate
- Copy of Health & Dental Card (front and back)
- Affidavit of No Insurance - Complete this form if your teen does not have health and/or dental insurance
- Scholastic Achievement Application - sign & notarize
- Official Transcript Through Dec '18 - SEALED/CLOSED Envelope - Label with name & title
- Copy of P-SAT, ACT and/or SAT - if applicable
- Proof of Homeschooling Requirements - if applicable
- Contestant Resume - original & six copies (seven total)
- Platform Statement - original & six copies (seven total)
- Appointment of Hostess & Allow Medical Treatment - sign & notarize
- Contestant Commitment to State Pageant - sign & notarize
- Contestant Release & Indemnity Agreement - sign & notarize
- Musician/Engineer/Producer Track Release - sign & date - if applicable
- Two Wallet Size Prints - LABEL NAME & TITLE ON BACK OF BOTH PHOTOS
- Five Photo CD's TOTAL - LABEL NAME, TITLE, SPECIFY PHOTO ON EACH CD
- Six 5x7 Color Glossy Prints - Judges' Notebook - LABEL NAME & TITLE ON BACK OF ALL PHOTOS
- Photographer Release Agreement - sign & date
- Production Wardrobe Invoice Payment - \$235 - Checks Payable to Miss Oklahoma
- Don't forget to email your :90 second talent track to mootcontestantsday@gmail.com!

PLEASE DO NOT STAPLE, HOLE PUNCH OR FOLD ANY DOCUMENTS
MAIL ALL ITEMS IN ONE PACKET

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