



2020 Administration & Production Requirements
Master Checklist

MOKOTeen State Forms - Online 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:
FORM 5 - Program Guide Questionnaire	Due March 20th	Date Submitted:

Production Forms - Online Forms

FORM A - 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 - Fun Facts	Due March 20th	Date Submitted:

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

2020 State Contestant Contract - COMING SOON!	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 - <i>if applicable</i>	Due March 20th	Date Completed:
Scholastic Achievement Application	Due March 20th	Date Completed:
Official Sealed Transcript through Dec '19	Due March 20th	Date Completed:
Copy of P-SAT, ACT &/or SAT - <i>if applicable</i>	Due March 20th	Date Completed:
Proof of Homeschooling Requirements - <i>if applicable</i>	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 - <i>if applicable</i>	Due March 20th	Date Completed:



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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:
Production Invoice - COMING SOON!	Due March 20th	Date Mailed:
Email Talent Track to mootcontestantsday@gmail.com	Due March 20th	Date Emailed:
Join MOKOTeen 2020 GroupMe App - Teens Check Regularly	Due March 20th	Date Completed:
Salute Ad Pages - Order Forms, Payments, Art Work	Due April 4th	Date Completed:
Local Pageant & Family Badge Request price increase after 4/30	Due April 30th	Date Completed:
Miss Oklahoma Community Service Essay - optional	Due May 1st	Date Completed:
Arrival & Teen Travel Information Form - online form	Due May 11th	Date Completed:
Monday Move-In Event RSVP Form - online form	Due May 11th	Date Completed:
Pageant & Family Brunch Form & Payment (ticketed event)	Due May 11th	Date Submitted:
Teen Celebration Form - online form	Due May 11th	Date Submitted:
Health History & Emergency Contact Form - online form	Due May 11th	Date Submitted:
Official Sealed Transcript through Spring '20 - DO NOT MAIL	Due June 1st	Bring to Check-In 6/1

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

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