

**2015 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 24, 2015 |  |  |
| 1. State Contestant Contract - pages 1-16 - one copy signed & notarized
 | March 24, 2015 |  |  |
| 1. Attachment A: Supplemental Fact Sheet - pages 17 & 18 - **3 copies**
 | March 24, 2015 |  |  |
| 1. Attachment B: MA Medical Information Form - pages 19, 20 & 21 - 1 copy
 | March 24, 2015 |  |  |
| 1. Addendum C: Miss Okla. Scholarship Rules & Regulations pgs 22 & 23 - 1 copy
 | March 24, 2015 |  |  |
| 1. Addendum D: Miss Oklahoma Sponsorships, Fees & Payments pg 24 - 1 copy
 | March 24, 2015 |  |  |
| 1. Official College/Univ. Transcript through December 2014 and/or copy of Degree
 | March 24, 2015 |  |  |
| Certification-Page 15 of Contestant Contract (Notarized Contestant Signature) | March 24, 2015 |  |  |
| **Additional Eligibility Forms** |
| Copy of Official Birth Certificate - DO NOT SEND ORIGINAL | March 24, 2015 |  |  |
| 🗌 Copy of Driver’s License and/or Government Issued ID & 🗌 Medical Insurance Card  | March 24, 2015 |  |  |
| Contestant Resume - ***original & 3 copies*** |  | March 24, 2015 |  |  |
| Platform Issue Statement - ***signed original & 3 copies***  | March 24, 2015 |  |  |
| Contestant/Parent Information Form - ***original & 3 copies*** | March 24, 2015 |  |  |
| Contestant Questionnaire - ***original & 3 copies*** | March 24, 2015 |  |  |
| Official College/University Transcript through May 2015 | Bring to Check-in |  May 30, 2015 |  |  |
| **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 24, 2015 |  |  |
|  2 prints and 2 CD’s (300 dpi) - 1 additional CD with full image of photo before cropping  | March 24, 2015 |  |  |
| 8 - 5 x 7 NO CROWN - Black & White Glossy Prints - Judges Notebooks - Prints Only |  |
| 1 - 8 x 10 WITH CROWN - Color - CD (300 dpi) & proof image - Hotel Lobby Display  | March 24, 2015 |  |  |
| 5 - 3 ½ x 5 or 4x6 Color glossy prints & CD (300 dpi) no phone photos must be high resolution  | March 24, 2015 |  |  |
|  Candid Photos - family, friends, hobbies - Program Book - \*no photo release required\* | March 24, 2015 |  |  |
|  Photography Agreement: 🗌 Individual and/or 🗌 Corporation  |  |  |  |
| **Local Executive Director Requirements** |
| Local Scholarship Form; Local Contestant Form & CMNH Report | 1 wk after Local |  |  |
| Ballots & Auditors Tally Sheets | 1 wk after local |  |  |
| 2 Local Program Books (1) display State Pageant (1) State Pageant File | March 16, 2015 |  |  |
| Credential Authorization Form - (authorization to pick up badges) | May 11, 2015 |  |  |
| Local Pageant Operating Report | May 30, 2015 |  |  |
| **Production Requirements** |
| Talent Music Reservation Form & BMI/ASCAP/SESAC 🗌 - Final Deadline  | March 16, 2015 |  |  |
| Production Invoice $290.00 payable to MOP (no credit cards accepted for this payment) | March 16, 2015 |  |  |
| Contestants’ Day Traveling Companion Form & Production Form - Miss Contestant | March 24, 2015 |  |  |
| Contestants’ Day Traveling Companion Form & Production Form - Teen Contestant | March 24, 2015 |  |  |
| Detailed Talent Music Information Form - ***original & 3 copies*** | March 24, 2015 |  |  |
| Lyrics and/or Dialogue and/or Backup Lyrics - ***original & 3 copies*** | March 24, 2015 |  |  |
|  Talent Permission Letters for Original Written Material or Literary Work | March 24, 2015 |  |  |
| Suggested Talent Introduction -***original & 2 copies- MO Office by 3/24 or Contestants’ Day*** |  April 11, 2015 |  |  |
| Musician/Engineer/Producer Track Release - form may be duplicated. Each person involved with production of custom CD must sign a release form.  |  April 11, 2015 |  |  |
| Two (2) Accompaniment CDs—90 Second Limit - Labeled w/name, title & name of music |  April 11, 2015 |  |  |
| Talent Rehearsal Consent Form |  May 11, 2015 |  |  |
|  | **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 11, 2015 |  |  |
| 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 30, 2015 |  |  |
| “Miss America Academic & Community Service Awards” - Original application, letters &  essay must be mailed to Miss America State Scholarship Program - **postmarked no later** |  May 1, 2015 |  |  |
| Miss Oklahoma Community Service Award - Copy of MA Application, letters & essay only -  no additional materials accepted - E-mail to kay@missoklahoma.org - **no later that 5/1**  |  May 1, 2015 |  |  |
| Dorm & Mabee Center Move-In Form | May 11, 2015 |  |  |
| Pageant & Family Brunch Reservation Form & payment - **Sunday, May 31st** (Ticketed Event) | May 11, 2015 |  |  |
| Awards Celebration Reservation Form & payment - **Saturday, June 6, 2015** (Ticketed Event) | May 11, 2015 |  |  |
| Official Transcript through Spring 2015 & copy of Degree if applicable - Bring to check-in | May 30, 2015 |  |  |
| Health History & Parental Consent Forms (from MOP) - **DO NOT MAIL** - Bring to check-in | May 30, 2015 |  |  |
| Authorization for Treatment to Minor Form (from MOP) - **DO NOT MAIL** - Bring to check-in | May 30, 2015 |  |  |
| Visitation Form for after crowning - **DO NOT MAIL** - Bring to check-in | May 30, 2015 |  |  |
| CMNH Donation Report - State Contestant - **DO NOT MAIL -** Bring to check-in | May 30, 2015 |  |  |
| $10.00 cash - Tip money for meals - **DO NOT MAIL -** Bring to check-in | May 30, 2015 |  |  |

**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 11th -** This is a very tentative schedule.

TCC Southeast Campus - VanTrease PACE - 81st & HWY 169 - 10300 East 81st Street Tulsa, Oklahoma 74133

**DoubleTree by Hilton** **at Warren Place** - 6110 So. Yale Ave, Tulsa, OK (61st & Yale) is offering a special rate $99.00 plus taxes for April 10 & 11. For reservations call - 1-800-222-8733 and request the group rate for Miss Oklahoma Pageant: Contestants Weekend.

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

 Kandice Pelletier will be present to distribute swimsuits to the Miss Contestants.

 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 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

 12:10 p.m. -- ***LUNCH – MISS CONTESTANTS ONLY!*** Lunch will be provided for Miss Contestants only.

 Everyone else (including Teen Contestants) will be on 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 & 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 and the second CD will be used as a back-up. Be sure that the CD and case are labeled with the titleholders name, title and title of music.***