

**2016 Administration & Production Requirements Checklist**

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| **Contestant Name:** |  | **Local Title:** |  |
| **Contestant Eligibility Administration Requirements** |
|  | **Due Date** |  | **Date Sent** |
| **State Contestant Contract**  | April 2, 2016 |  |  |
| 1. State Contestant Contract - one copy signed & notarized (notarized on page 15)
 | April 2, 2016 |  |  |
| 1. State Contestant Coaching Disclosure - Page 17
 | April 2, 2016 |  |  |
| 1. State Contestant Statement of Understanding - Other Competitions - Page 18
 | April 2, 2016 |  |  |
| 1. Attachment A: Supplemental Fact Sheet - **original & 3 copies -** pages 19 & 20
 | April 2, 2016 |  |  |
| 1. Attachment B: MA Medical Information Form - 1 copy - pages 21-22-23
 | April 2, 2016 |  |  |
| 1. Attachment C: Scholarship Rules & Regulations - 1 copy
 | April 2, 2016 |  |  |
| 1. Official College/Univ. Transcript through December 2015 and/or copy of Degree
 | April 2, 2016 |  |  |
|  |  |  |  |
| **Additional Eligibility Forms** |
| Copy of Official Birth Certificate - DO NOT SEND ORIGINAL | March 18, 2016 |  |  |
| 🗌 Copy of Driver’s License and/or Government Issued ID & 🗌 Medical Insurance Card  | March 18, 2016 |  |  |
| Contestant Resume - ***original & 3 copies*** |  | March 18, 2016 |  |  |
| Platform Issue Statement - ***signed original & 3 copies***  | March 18, 2016 |  |  |
| Contestant/Parent Information Form - ***original & 3 copies*** | March 18, 2016 |  |  |
| Contestant Questionnaire - ***original & 3 copies*** | March 18, 2016 |  |  |
| Official College/University Transcript through May 2016 | Bring to Check-in | June 4, 2016 |  |  |
|  |  |  |  |  |
| **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 18, 2016 |  |  |
|  2 prints and 2 CD’s (300 dpi) - 1 additional CD with full image of photo before cropping  | March 18, 2016 |  |  |
| 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 18, 2016 |  |  |
| 5 - 3 ½ x 5 or 4x6 Color glossy prints & CD (300 dpi) must be high resolution  | March 18, 2016 |  |  |
|  Candid Photos - family, friends, hobbies - Program Book - \*no photo release required\* | March 18, 2016 |  |  |
|  Photography Agreement: 🗌 Individual and/or 🗌 Corporation  |  |  |  |
| **Local Executive Director Requirements** |
| 2 Local Program Books (1) display State Pageant (1) State Pageant File | March 18, 2016 |  |  |
| Credential Authorization Form - (authorization to pick up badges) | May 10, 2016 |  |  |
| Local Pageant Operating Report | June 4, 2016 |  |  |
| **Production Requirements** |
| Production Invoice $310.00 payable to MOP (no credit cards accepted for this payment) | March 1, 2016 |  |  |
| Talent Music Reservation Form & BMI/ASCAP/SESAC 🗌 - Final Deadline | March 11, 2016 |  |  |
| Contestants’ Day Traveling Companion Form & Production Form - Miss Contestant | March 18, 2016 |  |  |
| Contestants’ Day Traveling Companion Form & Production Form - Teen Contestant | March 18, 2016 |  |  |
| Detailed Talent Music Information Form - ***original & 3 copies*** | March 18, 2016 |  |  |
| Lyrics and/or Dialogue and/or Backup Lyrics - ***original & 3 copies*** | March 18, 2016 |  |  |
|  MP3 File of Talent Music w/ local title & name E-mailed to mopcontestantsday@gmail.com  | March 18, 2016 |  |  |
| Talent Permission Letters for Original Written Material or Literary Work | March 18, 2016 |  |  |
| Suggested Talent Introduction -***original & 2 copies- MO Office by 3/18 or Contestants’ Day*** | April 2, 2016 |  |  |
| Musician/Engineer/Producer Track Release - form may be duplicated. Each person involved with production of custom CD must sign a release form.  | April 2, 2016 |  |  |
| One (1) Accompaniment CD—90 Second Limit - Labeled w/name, title & name of music | April 2, 2016 |  |  |
| Talent Rehearsal Consent Form | May 10, 2016 |  |  |
|  | **Due Date** |  | **Date Sent** |



**Administration & Production Requirements Checklist - continued**

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| **Supplemental Forms** |
|  | **Due Date** |  | **Date Sent** |
| Salute Ad Pages - Order Forms, payments and any Forms & Materials for Transcript Press | April 2, 2016 |  |  |
|  \*Camera Ready Art Work (all pages being produced by you)  | April 15, 2016 |  |  |
| 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, 2016 |  |  |
| “Miss America Academic & Community Service Awards” - Original application, letters &  essay must be mailed to Miss America State Scholarship Program - **postmarked no later** |  May 1, 2016 |  |  |
| 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, 2016 |  |  |
| Dorm & Mabee Center Move-In Form | May 10, 2016 |  |  |
| Pageant & Family Brunch Reservation Form & payment - **Sunday, June 5th** (Ticketed Event) | May 10, 2016 |  |  |
| Awards Celebration Reservation Form & payment - **Saturday, June 11, 2016** (Ticketed Event) | May 10, 2016 |  |  |
| Official Transcript through Spring 2016 & copy of Degree if applicable - Bring to check-in | June 4, 2016 |  |  |
| Health History & Parental Consent Forms (from MOP) - **DO NOT MAIL** - Bring to check-in | June 4, 2016 |  |  |
| Authorization for Treatment to Minor Form (from MOP) - **DO NOT MAIL** - Bring to check-in | June 4, 2016 |  |  |
| Visitation Form for after crowning - **DO NOT MAIL** - Bring to check-in | June 4, 2016 |  |  |
| CMNH Donation Report - State Contestant - **DO NOT MAIL -** Bring to check-in | June 4, 2016 |  |  |
| $10.00 cash - Tip money for meals - **DO NOT MAIL -** Bring to check-in | June 4, 2016 |  |  |

**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 2nd & SUNDAY, APRIL 3rd -** This is a very tentative schedule.

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

**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 1 & 2. For reservations call - 1-800-222-8733 and request the group rate for Miss Oklahoma Pageant: Contestants Weekend or follow: <http://doubletree.hilton.com/en/dt/groups/personalized/T/TULSYDT-OPC-20160331/index.jhtml?WT.mc_id=POG>

**Saturday, April 2nd** - TCC Southeast Campus - VanTrease PACE - 81st & HWY 169 - 10300 E. 81st St. Tulsa, OK 74133

**Dress:** Rhinestone T-shirts with your choice: jeans, Capri’s, Yoga pants or shorts (must be appropriate length)

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

 12:10 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 - Closed Rehearsal/bring a swimsuit & heels

 1:15 p.m. -- Teen Talent Rehearsal – Contestants, Directors, Parents

 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 an MB3 File of her music by March 18** 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 2.***

 7:00 p.m. -- Miss Oklahoma Revue - TCC VanTrease PACE Dress: Casual with Official Sash

**Sunday, April 3rd** - DoubleTree by Hilton at Warren Place - 6110 South Yale Ave, Tulsa, OK (61st & Yale)

 9:00 a.m. -- Arrival and Miss & Teen Titleholders only -- Breakout Sessions

 10:45 a.m. - 11:30 a.m. -- Group Meeting - Miss, Teens, Local Directors and Parents