

**2018 Administration & Production Requirements Checklist**

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| **Contestant Name:** |  | | | | **Local Title:** | | |  | | |
| **Contestant Eligibility Administration Requirements** | | | | | | | | | | |
|  | | | | | | | **Due Date** | |  | **Date Sent** |
| **State Contestant Contract** | | | | | | | April 7, 2018 | |  |  |
| 1. State Contestant Contract - one copy signed & notarized (notarized on page 15) | | | | | | | April 7, 2018 | |  |  |
| 1. State Contestant Coaching Disclosure - Page 17 | | | | | | | April 7, 2018 | |  |  |
| 1. State Contestant Statement of Understanding - Other Competitions - Page 18 | | | | | | | April 7, 2018 | |  |  |
| 1. Attachment A: Supplemental Fact Sheet - **original & 3 copies -** pages 19 & 20 | | | | | | | April 7, 2018 | |  |  |
| 1. Attachment B: MA Medical Information Form - 1 copy - pages 21-22-23 | | | | | | | April 7, 2018 | |  |  |
| 1. Attachment C: Scholarship Rules & Regulations - 1 copy | | | | | | | April 7, 2018 | |  |  |
| 1. Official College/Univ. Transcript through December 2017 and/or copy of Degree | | | | | | | April 7, 2018 | |  |  |
|  | | | | | | |  | |  |  |
| **Additional Eligibility Forms** | | | | | | | | | | |
| Copy of Official Birth Certificate - DO NOT SEND ORIGINAL | | | | | | | March 19, 2018 | |  |  |
| 🗌 Copy of Driver’s License and/or Government Issued ID & 🗌 Medical Insurance Card | | | | | | | March 19, 2018 | |  |  |
| Contestant Resume - ***original & 3 copies*** | | |  | | | | March 19, 2018 | |  |  |
| Platform Issue Statement - ***signed original & 3 copies*** | | | | | | | March 19, 2018 | |  |  |
| Contestant/Parent Information Form - ***original & 3 copies*** | | | | | | | March 19, 2018 | |  |  |
| Contestant Questionnaire - ***original & 3 copies*** | | | | | | | March 19, 2018 | |  |  |
| Official College/University Transcript through May 2018 | | Bring to Check-in | | | | | June 2, 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 | | | | | |  | March 19, 2018 | |  |  |
| 2 prints and 2 CD’s (300 dpi) - 1 additional CD with full image of photo before cropping | | | | | | | March 19, 2018 | |  |  |
| 8 - 5 x 7 NO CROWN - Color Glossy Prints - Judges Notebooks - Prints Only | | | | | | |  |
| 1 - 8 x 10 WITH CROWN - Color - CD (300 dpi) & proof image - Hotel Lobby Display | | | | | | | March 19, 2018 | |  |  |
| 5 - 3 ½ x 5 or 4x6 Color - CD (300 dpi) must be high resolution & prints or proof images | | | | | | | March 19, 2018 | |  |  |
| Candid Photos - family, friends, hobbies - Program Book - \*no photo release required\* | | | | | | | March 19, 2018 | |  |  |
| Photography Agreement: 🗌 Individual and/or 🗌 Corporation | | | |  | | |  |  |
| **Local Executive Director Requirements** | | | | | | | | | | |
| 2 Local Program Books (1) display State Pageant (1) State Pageant File (if not already submitted) | | | | | | | March 19, 2018 | |  |  |
| Credential Authorization Form - (authorization to pick up badges) | | | | | | | May 10, 2018 | |  |  |
| Local Pageant Operating Report (can mail or bring to check-in) | | | | | | | June 2, 2018 | |  |  |
| **Production Requirements** | | | | | | | | | | |
| Production Invoice - not available at this time (no credit cards accepted for this payment) | | | | | | |  | |  |  |
| Talent Music Reservation Form & BMI/ASCAP/SESAC 🗌 - Final Deadline | | | | | | | March 10, 2018 | |  |  |
| Contestants’ Day Traveling Companion Form & Production Form - Miss Contestant | | | | | | | March 19, 2018 | |  |  |
| Detailed Talent Music Information Form - ***original & 3 copies*** | | | | | | | March 19, 2018 | |  |  |
| Lyrics and/or Dialogue and/or Backup Lyrics - ***original & 3 copies*** | | | | | | | March 19, 2018 | |  |  |
| MP3 File of Talent Music w/ local title & name E-mailed to mopcontestantsday@gmail.com | | | | | | | March 19, 2018 | |  |  |
| Talent Permission Letters for Original Written Material or Literary Work | | | | | | | March 19, 2018 | |  |  |
| Suggested Talent Introduction -***original & 1 copy - MO Office by 3/19 or Contestants’ Day*** | | | | | | | April 7, 2018 | |  |  |
| Musician/Engineer/Producer Track Release - form may be duplicated. Each person involved  with production of custom CD must sign a release form. | | | | | | | April 7, 2018 | |  |  |
| One (1) Accompaniment CD—90 Second Limit - Labeled w/name, title & name of music | | | | | | | April 7, 2018 | |  |  |
| Talent Rehearsal Consent Form - ***original & 1 copy*** | | | | | | | May 10, 2018 | |  |  |
|  | | | | | | | **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 7, 2018 |  |  |
| \*Camera Ready Art Work (all pages being produced by you) | April 14, 2017 |  |  |
| 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, 2018 |  |  |
| “Miss America Academic & Community Service Awards” - Original application, letters &  essay must be mailed to Miss America State Scholarship Program - **postmarked no later** | May 1, 2018 |  |  |
| Miss Oklahoma Community Service Award - Copy of MA Application, letters & essay only -  no additional materials accepted - E-mail to kay@missoklahoma.org - **no later than 5/1** | May 1, 2018 |  |  |
| Hotel Move-In Form --- not available at this time | May 10, 2018 |  |  |
| Pageant & Family Brunch Reservation Form & payment - **Sunday, June 2nd**  (Ticketed Event) | May 10, 2018 |  |  |
| Awards Celebration Reservation Form & payment - **Saturday, June 9, 2018** (Ticketed Event) | May 10, 2018 |  |  |
| Official Transcript through Spring 2018 & copy of Degree if applicable - Bring to check-in | June 2, 2018 |  |  |
| Health History & Parental Consent Forms (from Miss OK) - **DO NOT MAIL** - Bring to check-in | June 2, 2018 |  |  |
| Authorization for Treatment to Minor Form (from MOP) - **DO NOT MAIL** - Bring to check-in | June 2, 2018 |  |  |
| Emergency Contact & Lunch Guests Form - **DO NOT MAIL** - Bring to check-in | June 2, 2018 |  |  |
| CMNH Donation Report - State Contestant - **DO NOT MAIL -** Bring to check-in | June 2, 2018 |  |  |
| Visitation Form for after crowning - **DO NOT MAIL** - Bring to check-in | June 2, 2018 |  |  |
| $10.00 cash - Tip money for meals - **DO NOT MAIL -** Bring to check-in | June 2, 2018 |  |  |

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

MAIL TO: MISS OKLAHOMA ORGANIZATION, INC.

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!***

**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**](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 Organizations 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 Organizations 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 & MOKOTeen. 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.***

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