

Miss Oklahoma

2020 Administration & Production Requirements Checklist

Candidate Name: _____

Local Title: _____

Candidate Eligibility Administration Requirements

All items in Eligibility Requirements must be mailed or submitted by April 4th

Miss Oklahoma Org. address: 10026-A S. Mingo Rd., #287 Tulsa, OK 74133	Due Date	Date Sent
NEW State & Local Candidate Contract – One Signed Original must be submitted	April 4, 2020	_____
A. State-Local Candidate Application & Agreement – one complete signed copy	April 4, 2020	_____
B. Signed Affidavit of Candidate – page 17	April 4, 2020	_____
C. Approval of Application Signed by Local Director – page 19	April 4, 2020	_____
D. Exhibit A – Age Eligibility (copy of Birth Certificate and Driver’s License)	April 4, 2020	_____
E. Exhibit B – Residency Eligibility (submit requirements if claiming eligibility on residency)	April 4, 2020	_____
F. Exhibit C – Student Eligibility (submit requirements if claiming as full-time student)	April 4, 2020	_____
G. Exhibit D – Employment Eligibility (submit all requirements if claiming employment eligibility)	April 4, 2020	_____
H. Exhibit E – US Citizenship – REQUIRED: Birth Certificate, Passport, Certificate of Naturalization; Certificate of Citizenship – Copies only (submit those that apply)	April 4, 2020	_____
I. Exhibit F – High School Graduation or Equivalency – see page 28 Submit at least 1 Plus, Official College/University Transcript through December, 2019	April 4, 2020	_____
J. Attachment B - Medical Responsibility & Authorization Form - Required	April 4, 2020	_____

Additional Eligibility Forms --- Items with * must be mailed to Miss OK Office or submitted by Due Date

*Candidate Resume - 10 originals (mail to MO office or bring to Spring Meeting)	April 4, 2020	_____
*Social Impact Initiative - 10 signed originals (mail to MO office or bring to Spring Meeting)	April 4, 2020	_____
*Candidate/Parent Information Form- original & 3 copies (no hand written submissions)	March 20, 2020	_____
Candidate & Program Book Information – complete on-line	March 20, 2020	_____
Official College/University Transcript through May 2020 Bring to Check-in	May 30, 2020	_____

See E-mailed Photo Requirement Document for full details

Mail all photos to Miss OK Office

Identify **each** print with name & title Label requested CD’s with name/title/type of photo

2 - wallet prints Head & shoulders only - NO CROWN - Program Book & Press plus 2 – 5x7 CD’s (300 dpi) – label with name/title/program book photo	March 20, 2020	_____
1 – 8x10 CD – (300 dpi) NO CROWN – Full image of photo before cropping – Button Photo	March 20, 2020	_____
1 – 8x10 CD – (300 dpi) NO CROWN - cropped photo for HOTEL LOBBY	March 20, 2020	_____
8 - 5 x 7 NO CROWN - Color Glossy Prints - Judges Notebooks - Prints Only	March 20, 2020	_____
5 - 3 ½ x 5 or 4x6 Color - CD (300 dpi) must be high resolution plus prints or proof images Candid Photos - family, friends, hobbies - Program Book - *no photo release required*	March 20, 2020	_____
Photography Agreement: <input type="checkbox"/> Individual and/or <input type="checkbox"/> Corporation	March 20, 2020	_____

Local Executive Director/Mentor Requirements

2 Local Program Books (1) display Competition Week (1) State File (if not already submitted)	March 20, 2020	_____
Local Director/Co-Director/Mentor or Teen Director Badge Form – complete on-line	March 20, 2020	_____
Credential Authorization Form - (authorization to pick up badges) complete on-line	May 11, 2020	_____
Local Organization Operating Report (not for Mentors) - (can mail or bring to check-in)	May 30, 2020	_____

Production Requirements

Production Invoice – will be e-mailed (no credit cards accepted for this payment)	March 20, 2020	_____
Talent Music Reservation Form & BMI/ASCAP/SESAC <input type="checkbox"/> - Final Deadline	March 9, 2020	_____
Candidates’ Workshop - Traveling Companion Form & Production Form - complete on-line	March 20, 2020	_____
Detailed Talent Music Information Form – complete on-line	March 20, 2020	_____
Lyrics and/or Dialogue and/or Backup Lyrics – complete on-line	March 20, 2020	_____
MP3 File of Talent Music w/ local title & name E-mailed to mopcontestantsday@gmail.com	March 20, 2020	_____
Talent Permission Letters for Original Written Material or Literary Work	March 20, 2020	_____
Suggested Talent Introduction – complete on-line	March 20, 2020	_____
Musician/Engineer/Producer Track Release - form may be duplicated. Each person involved with production of custom CD must sign a release form. Mail to MO office or bring on 4/4	April 4, 2020	_____
Talent Rehearsal Consent Form – complete on-line	May 11, 2020	_____

Miss Oklahoma

Administration & Production Requirements Checklist - continued

Supplemental Forms

	Due Date	Date Sent
Salute Ad Pages - Order Forms, payments and any Forms & Materials for Transcript Press	April 4, 2020	
*Camera Ready Art Work (all pages being produced by you)	April 13, 2020	
"Miss America Academic & Community Service Awards" - Original application, letters & essay must be mailed to Miss America State Scholarship Program - postmarked no later	April 15, 2020	
Local & Family Badge Request Forms - typed names & titles – complete on-line		
Must have badge to attend open rehearsal, meetings or visitation Price increases after 4/30	April 30, 2020	
Miss Oklahoma Community Service Award - Copy of MA Application, letters & essay only	May 1, 2020	
Miss Oklahoma Social Media Scholarship – Refer to E-mailed guidelines & criteria	3-1 thru 5-22	
Hotel/Dressing Room Representation Form – Complete on-line	May 11, 2020	
Emergency Contact & Lunch Guests Form – Complete on-line	May 11, 2020	
Local & Family Brunch Reservation Form - Sunday, May 31st (Ticketed Event)	May 11, 2020	
Post Crowning Photo Form – not available at this time. Complete on-line	May 11, 2020	
Official Transcript through Spring 2020 & copy of Degree if applicable - Bring to check-in	May 30, 2020	
Medical & Health Forms – 3 pages (from Miss OK) - DO NOT MAIL - Bring to check-in	May 30, 2020	
Authorization for Treatment to Minor Form (from MOP) - DO NOT MAIL - Bring to check-in	May 30, 2020	
CMNH Donation Report – State Candidate – DO NOT MAIL – Bring to check-in	May 30, 2020	
\$20.00 cash - Tip money for housekeeping & meals - DO NOT MAIL - Bring to check-in	May 30, 2020	

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

MAILING ADDRESS FOR ITEMS TO BE MAILED: MISS OKLAHOMA ORGANIZATION, INC.
10026-A South Mingo Road, #287
Tulsa, OK 74133

MISS OKLAHOMA SPRING MEETING - SATURDAY, APRIL 4th & SUNDAY, APRIL 5th
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 3 & April 4. For reservations call - 1-888-748-3731 and request the group rate for Miss Oklahoma Candidates' Weekend or follow <https://res.windsurfercrs.com/ibe/details.aspx?propertyid=14651&nights=1&checkin=04/01/2020&group=9865724>

Saturday, April 4th - 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).

TENTATIVE SCHEDULE:

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

- 8:30 – 8:50 a.m. -- Check-in (for all Miss Local Organizations within 100 miles of Tulsa) / **ALL Teens** Check-in
- 9:00 a.m. -- Welcome & Talent Rehearsal - **Group A** Miss Candidates/ Teen Group Photo
- 9:10 – 10:30 -- Teen Production Rehearsal with Kent Parham
- 9:45 a.m. -- Check-in (for all Miss Local Organizations over 100 miles of Tulsa)
- 10:15 a.m. -- Morning Information Session & Group Photos – OK Stars, Hostesses
- 10:40 a.m. -- Talent Rehearsal – **Group B** Miss Candidates -- 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 CANDIDATES ARE FREE TO HAVE LUNCH WITH THEIR LOCAL ORGANIZATIONS.
- 1:15 p.m. -- Teen Talent Rehearsal – Candidates, Directors, Parents
- 1:30 p.m. -- Miss Candidates only – Group Photo (meet at escalators) followed by Meeting
- 3:15 p.m. -- Placement Draw – for all Miss & Teen Titleholders (**this is mandatory**)

Each **Miss & Teen** Candidate 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 20 – see details about**. Please download music to your phone as a back-up for April 4. All talents will be timed and cannot exceed the 90-second time limit. No props or costumes are required, unless the Candidate desires. Each Miss Titleholder is also required to bring a pair of heels for rehearsals on Sunday, April 5.

- 6:00 p.m. -- Miss Candidates only - Special Dinner & fun - Details to be announced.

Sunday, April 5th - 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 heels
- Production Rehearsal – Miss Candidate's required - Closed Rehearsal