

Miss Oklahoma

2021 Administration & Production Requirements Checklist

Candidate Name: _____

Local Title: _____

Candidate Eligibility Administration Requirements

Candidates who **did not submit the Candidate Contract in Spring 2020** must submit **ALL** items in Eligibility Requirements by **April 10th**

Miss Oklahoma Org. address: 10026-A S. Mingo Rd., #287 Tulsa, OK 74133

State & Local Candidate Contract – One Signed Original must be submitted

- | | Due Date | Date Sent |
|---|----------------|-----------|
| A. State-Local Candidate Application & Agreement – one complete signed copy | April 10, 2021 | _____ |
| B. Signed Affidavit of Candidate – page 17 | April 10, 2021 | _____ |
| C. Approval of Application Signed by Local Director – page 19 | April 10, 2021 | _____ |
| D. Exhibit A – Age Eligibility (copy of Birth Certificate and Driver’s License) | April 10, 2021 | _____ |
| E. Exhibit B – Residency Eligibility (submit requirements if claiming eligibility on residency) | April 10, 2021 | _____ |
| F. Exhibit C – Student Eligibility (submit requirements if claiming as full-time student) | April 10, 2021 | _____ |
| G. Exhibit D – Employment Eligibility (submit all requirements if claiming employment eligibility) | April 10, 2021 | _____ |
| H. Exhibit E – US Citizenship – REQUIRED: Birth Certificate, Passport, Certificate of Naturalization; Certificate of Citizenship – Copies only (submit those that apply) | April 10, 2021 | _____ |
| I. Exhibit F – High School Graduation or Equivalency – see page 28 Submit at least 1 Plus, Official College/University Transcript through December, 2020 | April 10, 2021 | _____ |
| J. Attachment B - Medical Responsibility & Authorization Form - Required | April 10, 2021 | _____ |

Additional Eligibility Forms --- Items with * should be placed in one folder and delivered at Spring Meeting

- | | | |
|--|----------------|-------|
| *Candidate Resume - 10 originals (Bring to Spring Meeting) | April 10, 2021 | _____ |
| *Social Impact Initiative - 10 signed originals (Bring to Spring Meeting) | April 10, 2021 | _____ |
| Candidate/Parent Information Form – complete on-line | March 22, 2021 | _____ |
| Candidate & Program Book Information – complete on-line | March 22, 2021 | _____ |
| Official College/University Transcript through May 2021 Bring to Check-in | June 5, 2021 | _____ |

****IF SUBMITTING NEW PHOTOS** See E-mailed Photo Requirement Document for full details**

Mail all photos to Miss OK Office: 10026-A South Mingo Road, #287., Tulsa, OK 74133

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 22, 2021 | _____ |
| 1 – 8x10 CD – (300 dpi) NO CROWN – Full image of photo before cropping – Button Photo | March 22, 2021 | _____ |
| 1 – 8x10 CD – (300 dpi) NO CROWN - cropped photo for HOTEL LOBBY | March 22, 2021 | _____ |
| 8 - 5 x 7 NO CROWN - Color Glossy Prints - Judges Notebooks - Prints Only | March 22, 2021 | _____ |
| 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 22, 2021 | _____ |
| Photography Agreement: <input type="checkbox"/> Individual and/or <input type="checkbox"/> Corporation | March 22, 2021 | _____ |

Local Executive Director/Mentor Requirements

- | | | |
|---|---------------|-------|
| Local Director/Co-Director/Mentor or Teen Director Badge Form | Already rec’d | _____ |
| Credential Authorization Form - (authorization to pick up badges) complete on-line | May 14, 2021 | _____ |
| Local Organization Operating Report (not for Mentors) - (can mail or bring to check-in) | June 5, 2021 | _____ |

Production Requirements

- | | | |
|---|----------------|-------|
| NEW - Talent Music Reservation Form & BMI/ASCAP/SESAC <input type="checkbox"/> - Final Deadline | March 10, 2021 | _____ |
| Detailed Talent Music Information Form – complete on-line | April 15, 2021 | _____ |
| Lyrics and/or Dialogue and/or Backup Lyrics – complete on-line | April 15, 2021 | _____ |
| MP3 File of Talent Music w/ local title & name E-mailed to missoktalent@gmail.com | April 15, 2021 | _____ |
| Talent Permission Letters for Original Written Material or Literary Work | April 15, 2021 | _____ |
| Suggested Talent Introduction – complete on-line | April 15, 2021 | _____ |
| Musician/Engineer/Producer Track Release - form may be duplicated. Each person involved with production of custom CD must sign a release form. May bring to Spring Meeting | April 15, 2021 | _____ |
| Talent Rehearsal & Interview Consent Form – complete on-line | May 14, 2021 | _____ |

Miss Oklahoma

Administration & Production Requirements Checklist - continued

Supplemental Forms

| | Due Date | Date Sent |
|---|-------------------|-----------|
| NEW Salute Ad Pages - Order Forms, payments, any Forms & Materials for Transcript Press | April 10, 2021 | |
| *Camera Ready Art Work (all pages being produced by you) | April 17, 2021 | |
| Local & Family Badge Request Forms - typed names & titles – complete on-line | | |
| *Must have badge to attend open rehearsal, meetings or visitation* Price increases after 5/1 | Not available yet | |
| Miss Oklahoma Community Service Award – Guidelines to be sent soon | Not available yet | |
| Miss Oklahoma Social Media Scholarship – Refer to E-mailed guidelines & criteria | 4-1 thru 6-1 | |
| Hotel/Dressing Room Representation Form – Complete on-line | May 14, 2021 | |
| Emergency Contact Form – Complete on-line | May 14, 2021 | |
| Local & Family Brunch Reservation Form - Sunday, June 6 (Ticketed Event) | Not available yet | |
| Post Crowning Photo Form – not available at this time. Complete on-line | May 14, 2021 | |
| Medical & Health Forms – Complete on-line DO NOT COMPLETE EARLY | June 1, 2021 | |
| Authorization for Treatment to Minor Form (from MISS OK) Complete on-line | June 1, 2021 | |
| Official Transcript through Sprint 2021 & copy of Degree if applicable – Bring to check-in | June 5, 2021 | |
| \$30.00 cash - Tip money for housekeeping & meals - DO NOT MAIL - Bring to check-in | June 5, 2021 | |

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 10th

For all Miss & Teen Candidates only – must attend all functions!

This will be a one-day event only. Candidates need to bring a negative COVID test at check-in.

River Spirit Casino Resort - 8330 Riverside Parkway, Tulsa, OK is offering a special rate \$109.00 plus taxes for April 9 & April 10. For reservations use this link [Miss OK Org – Candidates](#) or call - 1-888-748-3731 and request the group rate for Miss Oklahoma Candidates' Weekend.

Saturday, April 10th - Paradise Cove at River Spirit Casino Resort - 8330 Riverside Pkwy, Tulsa, OK 74137

Dress: This will be a casual day. Since you will be working with Kent on production the dress attire for the entire day will be your choice of athleisure/active wear and tennis shoes. Also, be sure to bring a pair of heels.

TENTATIVE SCHEDULE:

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

- 10:00 a.m. – **Check-in (for all Miss & Teen Candidates – Miss Candidates** report to the lobby of Paradise Cove
Teens Candidates report to River Spirit Ballroom Level (top of the escalators)
- 10:25 am – Welcome
- 10:30 am -- Miss Meeting in Paradise Cove with Miss OK Staff
- 10:45 am - 12:30 pm – Teen Production Rehearsal with Kent Parham
- 12:00 noon – LUNCH BREAK - **MISS CANDIDATES** - LUNCH provided by Miss Okla. Org. – Ballroom Level
- 12:45 pm – LUNCH BREAK - **TEEN CANDIDATES** – LUNCH provided by Miss Okla. Org.– Ballroom Level
- 12:50 pm – Miss Production Rehearsal with Kent Parham – Ballroom Level
- 1:30 pm – Teen Candidates – Report to Paradise Cove for Meeting with Teen Staff
- 3:20 pm – Placement Draw – for all Miss & Teen Titleholders (**this is mandatory**) – Paradise Cove
Farewell