

Miss Oklahoma

2023 Administration & Production Requirements Checklist

Delegate Name: _____ Local Title: _____

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

Delegate Eligibility Requirements

	Due Date	Date Sent
NEW Application & Agreement & all required attachments – One Signed Original	April 1, 2023	_____
DUE BY April 1st: NEW Delegate State & Local Application & Agreement (contract) SIGNED with a wet signature. Must include all required documents. Can be mailed to the Miss Oklahoma office by March 27th or submit at Spring Meeting on April 1st.		_____

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

*Interview Fact Sheet Instructions & Sample - Print 10 originals (Bring to Spring Meeting)	April 1, 2023	_____
*Community Service Initiative Instructions - Print 10 originals & sign (Bring to Spring Meeting)	April 1, 2023	_____
Delegate/Contestant Parent Information Form – complete on-line	March 16, 2023	_____
Delegate/Contestant & Program Book Information – complete on-line	March 16, 2023	_____
Miss America State Registration Fee \$325 – pay by link / must be paid by 5.25	May 25, 2023	_____

Photo Requirements - Refer to E-mailed Document for full details

Mail all photos to Miss OK Office: 10026-A South Mingo Road, #287., Tulsa, OK 74133 - must be received by 3.16.2023

Identify each print with name & title Identify each CD & Label each CD Case 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 16, 2023	_____
1 – 8x10 CD plus proof image (300 dpi) NO CROWN – Full image uncropped – Button Photo	March 16, 2023	_____
1 – 8x10 CD plus proof image – (300 dpi) NO CROWN - cropped photo for HOTEL LOBBY	March 16, 2023	_____
8 - 5 x 7 NO CROWN - Color Glossy Prints - Judges Notebooks - Prints Only	March 16, 2023	_____
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 16, 2023	_____
Photography Agreement: <input type="checkbox"/> Individual and/or <input type="checkbox"/> Corporation	March 16, 2023	_____

Production Requirements

Talent Music Reservation Form & Music Search – Final Deadline	March 9, 2023	_____
Production Wardrobe Invoice - paid by check or money order to Miss OK Org. or by credit card)	March 20, 2023	_____
Detailed Talent Music Information Form – complete on-line (part of Production Forms)	March 16, 2023	_____
Lyric and/or Dialogue and/or Backup Lyrics – complete on-line (part of Production Forms)	March 16, 2023	_____
.WAV File only: Accompaniment Music Track – Label e-mail Subject line & track w/local title, Delegate's name and title of song - E-mail to: missoktalent@gmail.com	March 16, 2023	_____
Talent Permission Letters for Original Written Material or Literary Work	March 16, 2023	_____
Suggested Talent Introduction – complete on-line (part of Production Forms)	March 16, 2023	_____
Musician/Engineer/Producer Track Release – form may be duplicated. Each person involved with production of custom Track must sign a release form. May bring to Spring Meeting	April 1, 2023	_____
Talent & Interview Conference Delegates Form – complete on-line	May 20, 2023	_____

Local Executive Director Requirements

Local Director/Co-Director or Teen Director Badge Form – complete on-line	April 15, 2023	_____
Credential Authorization Form - (authorization to pick up badges) complete on-line	May 20, 2023	_____
Local Organization Operating Report - (can mail or bring to check-in)	June 4, 2023	_____

Miss Oklahoma

Administration & Production Requirements Checklist - continued

Supplemental Forms

	Due Date	Date Sent
Salute Ad Pages - Order Forms, payments, any Forms & Materials for Transcript Press	April 1, 2023	
*Camera Ready Art Work (all pages being produced by you)	April 8, 2023	
Local & Family Badge Request Forms - typed names & titles – complete on-line		
Must have badge to attend open rehearsal, meetings or visitation Price increases after 5/4	May 4, 2023	
Hotel/Dressing Room Representation Form – Complete on-line	May 20, 2023	
Emergency Contact Form – Complete on-line	May 20, 2023	
Post Crowning Photo Form – Complete on-line	May 20, 2023	
Official Transcript through Spring 2023 & copy of Degree if applicable – Bring to check-in	June 4, 2023	
Medical & Health Forms – Complete on-line DO NOT COMPLETE EARLY	June 4, 2023	
Authorization for Treatment to Minor Form (from MISS OK) Complete on-line	June 4, 2023	
Local & Family Luncheon Reservation Form - Monday, June 5 – 12:00 noon (Ticketed Event)	Not available yet	
Miss Oklahoma Community Service Award – Guidelines to be sent soon	Not available yet	
Additional Scholarships – Guidelines to be sent soon	Not available yet	

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

MISS OKLAHOMA DELEGATE SPRING MEETING - SATURDAY, APRIL 1st

For all Miss & Teen Delegates – must attend all functions!

River Spirit Casino Resort - 8330 Riverside Parkway, Tulsa, OK. The Miss OK Spring Meeting block of rooms for March 31 & April 1 is sold out. However, you can still make reservations at the River Spirit at the current rate available. For reservations you can call - 1-888-748-3731 or go to www.riverspirittulsa.com.

Saturday, April 1st - The 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 Delegates are **REQUIRED** to attend all functions during the entire day.

- 8:40 – 9:00 a.m. -- Check-in (for all Miss & Teen Local Organizations within 100 miles of Tulsa)
- 9:05 a.m. -- Welcome & **Talent Rehearsal - Group A** Miss Delegates
- 9:40 a.m. -- Check-in (for all Miss & Teen Local Organizations over 100 miles of Tulsa)
- 10:00 a.m. -- Morning Information Session then Group Photos with Teen Delegates, OK Stars
- 10:45 a.m. -- **Talent Rehearsal – Group B** Miss Delegates -- Teens: Meeting with Gentry & Staff
- 12:00 noon -- EVERYONE BREAK FOR LUNCH - ALL MISS & TEEN DELEGATES ARE FREE TO HAVE LUNCH WITH THEIR LOCAL ORGANIZATIONS.
- 1:30 p.m. -- Miss Delegates – Group Photo
- 1:30 p.m. -- **Teen Talent Rehearsal** – All Delegates, Directors, Parents
- 1:45 p.m. -- Miss Delegates – attend to Talent
- 3:15 p.m. -- Placement Draw – for all Miss & Teen Delegates (**this is mandatory**)

Each **Miss & Teen** Delegate will be expected to perform her talent as she will be performing it during the Miss Oklahoma & Miss Oklahoma's Teen Competitions. Each must e-mail a .WAV File of talent music by March 16 to missoktalent@gmail.com. Remember tracks cannot be changed or altered after April 1. Make sure you listen to your track before submitting it so you know you are sending the correct version. Also, please download your music to your phone as a back-up for April 1. All talents will be timed and cannot exceed the 90-second time limit. No props or costumes are required, unless the Delegate desires.

- 6:00 p.m. -- **Miss Delegates only** - Special Dinner & fun - Details to be announced. **Dress:** Casual

Sunday, April 2nd – Ballroom Area (3rd Floor) of River Spirit Casino Resort - 8330 Riverside Pkwy Tulsa, OK 74137

- 8:30 a.m. -- **Miss Delegates only** – **Dress:** Casual / bring a pair of heels / Workshops
Required for Miss Delegates – closed event

Optional Miss Oklahoma Production Rehearsal – Sunday, April 23rd with Kent Parham, Miss Oklahoma Choreographer.

Since Kent is unable to be at Spring Meeting, we are offering a Production Rehearsal for Miss Delegates, on Sunday, April 23rd from 11:00 – 2:00 pm at **Dance Studio 150** in Edmond. This is an **optional rehearsal** and we understand that not everyone will be able to attend. Additional information will be available later. Studio 150 address: 72 East 33rd Street, in Edmond, OK.