

# Miss Oklahoma

## 2024 Administration & Production Requirements Checklist

Contestant Name: \_\_\_\_\_ Local Title: \_\_\_\_\_

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

### Contestant Eligibility Requirements

	Due Date	Date Sent
Application & Agreement (contract) & all required attachments – One Signed Original <b>DUE BY March 27<sup>th</sup>: Delegate Contract (State &amp; Local) Application &amp; Agreement must be SIGNED with a wet signature (prefer blue ink). Complete contract must include all required documents plus a copy of birth certificate. This is the contract signed at Local Competitions. Miss OK local director (if applicable) must complete Local information &amp; sign on page 14.</b>	March 27, 2024	_____

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

*Interview Fact Sheet Instructions & Sample - <b>Print 10 originals</b> (Bring to Spring Meeting)	April 13, 2024	_____
*Platform/Community Service Initiative Instructions - <b>Print 10 originals &amp; sign</b> (Bring 4.13)	April 13, 2024	_____
Contestant Parent Information Form – <b>complete on-line</b>	March 27, 2024	_____
Contestant & Program Book Information – <b>complete on-line</b>	March 27, 2024	_____
Miss America/America Heart Assoc. Fee \$300 – pay by link / must be paid by 5.24	May 24, 2024	_____

### 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 3.22.2024

Identify each print with name & title Identify each CD & Label each CD Case with name/title/type of photo

2 - wallet <b>prints</b> Head & shoulders only - NO CROWN - Program Book & Press plus 2 – 5x7 CD's (300 dpi) – label with name/title/program book photo	March 22, 2024	_____
1 – 8x10 CD (300 dpi) plus proof image NO CROWN – <b>Full image uncropped</b> – Button Photo	March 22, 2024	_____
1 – 8x10 CD (300 dpi) plus proof image – NO CROWN - cropped photo for <b>HOTEL LOBBY</b>	March 22, 2024	_____
8 - 5 x 7 NO CROWN - Color <b>Glossy</b> Prints - Judges Notebooks - Prints Only	March 22, 2024	_____
5 - 3 ½ x 5 or 4x6 Color - <b>CD (300 dpi)</b> must be high resolution <b>plus prints or proof images</b> Candid Photos - family, friends, hobbies - Program Book - *no photo release required*	March 22, 2024	_____
Photography Agreement: <input type="checkbox"/> Individual	March 22, 2024	_____

### Production Requirements

Talent Music Reservation Form & Music Search – Final Deadline	March 12, 2024	_____
Production Wardrobe Invoice - paid by check or money order to Miss OK Org. or by credit card)	April 1, 2024	_____
Detailed Talent Music Information Form – <b>complete on-line</b> (part of Production Forms)	March 27, 2024	_____
Lyric and/or Dialogue and/or Backup Lyrics – <b>complete on-line</b> (part of Production Forms)	March 27, 2024	_____
<b>.WAV File</b> only: Accompaniment Music Track – <b>Label e-mail Subject line &amp; track</b> w/local title, Contestant's name, and title of song - <b>E-mail to: <a href="mailto:missoktalent@gmail.com">missoktalent@gmail.com</a></b>	March 27, 2024	_____
Talent Permission Letters for Original Written Material or Literary Work	March 27, 2024	_____
Suggested Talent Introduction – <b>complete on-line</b> (part of Production Forms)	March 27, 2024	_____
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 13, 2024	_____
Talent & Interview Conference Contestants Form – <b>complete on-line</b>	May 20, 2024	_____

### Local Executive Director Requirements

Local Director/Co-Director or Teen Director Badge Form – <b>complete on-line</b>	April 20, 2024	_____
Local Organization Operating Report - (can mail or bring to check-in)	June 2, 2024	_____

# 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 13, 2024	
*Camera Ready Art Work (all pages being produced by you)	April 15, 2024	
Local & Family Badge Request Forms - typed names & titles – <b>complete on-line</b>		
*Must have badge to attend open rehearsal, meetings, or visitation* Price increases after 5/3	May 3, 2024	
Hotel/Dressing Room Representation Form – <b>Complete on-line</b>	May 20, 2024	
Emergency Contact Form – <b>Complete on-line</b>	May 20, 2024	
Post Crowning Photo Form – <b>Complete on-line</b>	May 20, 2024	
Official Transcript through Spring 2024 & copy of Degree if applicable – <b>Bring to check-in</b>	June 2, 2024	
Medical & Health Forms – <b>Complete on-line DO NOT COMPLETE EARLY</b>	June 2, 2024	
Authorization for Treatment to Minor Form (from MISS OK) <b>Complete on-line</b>	June 2, 2024	
Local & Family Luncheon Reservation Form - <b>Monday, June 3 – 12:00 noon</b> (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 CONTESTANT SPRING MEETING - SATURDAY, APRIL 13

**For all Miss & Teen Contestants – must attend all functions!**

### SUNDAY, APRIL 14 – MISS CONTESTANTS ONLY

**We do not have a block of rooms at River Spirit Casino Resort for April 12 & 13.** However, you are welcome to make reservations at the River Spirit (8330 Riverside Parkway, Tulsa, OK) at the current rate available. For reservations call - 1-888-748-3731 or go to [www.riverspirittulsa.com](http://www.riverspirittulsa.com). Or, if needed, you are welcome to make a hotel reservation at a Tulsa area hotel of your choice.

**Saturday, April 13<sup>th</sup>** - Tulsa – Union High School PAC – 6636 So Mingo Rd, Tulsa, OK 74133 (park South parking lot)

**Dress:** Your choice: white jeans or white long pants (no shorts or Capri's) / **Miss Contestants:** your choice of top or blouse in any shade of blue with white official local sash. **Teen Contestants:** your choice of top or blouse in any shade of pink with white official local sash.

#### TENTATIVE SCHEDULE:

**Miss & Teen Contestants** 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 Contestants
- 9:40 a.m. -- Check-in (for all Miss & Teen Local Organizations over 100 miles of Tulsa)
- 10:00 a.m. -- Morning Information Session - Group Photos w Miss, Teen Contestants, OK Stars & Hostesses
- 10:45 a.m. -- **Talent Rehearsal – Group B** Miss Contestants -- Teens: Meeting with Gentry & Staff
- 12:00 noon -- EVERYONE BREAK FOR LUNCH - ALL MISS & TEEN CONTESTANTS ARE FREE TO HAVE LUNCH WITH THEIR LOCAL ORGANIZATIONS OR FAMILIES.
- 1:30 p.m. -- **Teen Talent Rehearsal** – All Contestants, Directors, Parents
- 1:45 p.m. -- Miss Contestants – meeting with Miss Oklahoma Staff
- 3:15 p.m. -- Placement Draw – for all Miss & Teen Contestants (**this is mandatory**)

Each **Miss & Teen** Contestant will be expected to perform her talent as she will be performing it during the Miss Oklahoma & Miss Oklahoma's Teen Competitions. Each Miss Contestants must e-mail a .WAV File of her talent music by March 27 to [missoktalent@gmail.com](mailto:missoktalent@gmail.com). Remember tracks cannot be changed or altered after April 13. 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 13. All talents will be timed and cannot exceed the 90-second time limit. No props or costumes are required, unless the Contestant desires.

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

**Sunday, April 14<sup>th</sup>** – Ballroom Area (3<sup>rd</sup> Floor) of River Spirit Casino Resort - 8330 Riverside Pkwy Tulsa, OK 74137

- 8:30 a.m. -- **Miss Contestants only** – **Dress:** Athleisure/active wear and tennis shoes / bring a pair of heels  
Production Rehearsal – Required for Miss Contestants – closed event