

Miss Oklahoma

2025 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		March 29, 2025	
DUE BY March 29th: Delegate Agreement (State & Local) Application & 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 & sign on page 18.			
Additional Eligibility Forms Items with * should be placed in <u>one file folder</u> and delivered at Spring Meeting			
*Interview Fact Sheet Instructions & Sample - Print 10 originals (Bring to Spring Meeting)	March 29, 2025		
*Platform/Community Service Initiative Instructions - Print 10 originals & sign (Bring 3.29)	March 29, 2025		
Contestant Parent Information Form – complete on-line	March 20, 2025		
Contestant & Program Book Information – complete on-line	March 20, 2025		
Miss America/America Heart Assoc. Fee \$300 – pay by link / must be paid by 5.24	May 24, 2025		
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 3.15.2025			
Identify <u>each</u> print with name & title. Identify each Flash drive or CD & Label each with name/title/type of photo			
PROGRAM BOOK & PRESS: 2 - wallet prints Head & shoulders only - NO CROWN plus 2 - 5x7 Flash drive or CD's (300 dpi) - label with name/title/program book photo	March 15, 2025		
BUTTON PHOTO: 1 – 8x10 Flash Drive or CD (300 dpi) plus proof image NO CROWN – Full image uncropped.	March 15, 2025		
HOTEL LOBBY: 1 – 8x10 Flash drive or CD (300 dpi) plus proof image – NO CROWN - cropped photo	March 15, 2025		
JUDGES NOTEBOOKS: 8 - 5 x 7 NO CROWN - Color Glossy Prints - - Prints Only	March 15, 2025		
PHOTOGRAPHY AGREEMENT: <input type="checkbox"/> Individual	March 15, 2025		
Production Requirements			
Talent Music Reservation Form & Music Search – Final Deadline	March 5, 2025		
Production Wardrobe Invoice - paid by check or money order to Miss OK Org. or by credit card)	March 29, 2025		
Detailed Talent Music Information Form – complete on-line (part of Production Forms)	March 20, 2025		
Lyric and/or Dialogue and/or Backup Lyrics – complete on-line (part of Production Forms)	March 20, 2025		
.WAV File only: Accompaniment Music Track – Label e-mail Subject line & track w/local title, Contestant's name, and title of song - E-mail to: missoklahomatalent@gmail.com	March 20, 2025		
Talent Permission Letters for Original Written Material or Literary Work	March 20, 2025		
Suggested Talent Introduction – complete on-line (part of Production Forms)	March 20, 2025		
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	March 29, 2025		
Talent & Interview Conference Contestants Form – complete on-line	May 20, 2025		
Local Executive Director Requirements			
Local Director/Co-Director or Teen Director Badge Form – complete on-line	April 20, 2025		
Local Organization Operating Report - (can mail or bring to check-in)	June 1, 2025		

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	March 29, 2025		
*Camera Ready Art Work (all pages being produced by you)	April 5, 2025		
Local & Family Badge Request Forms - typed names & titles – complete on-line *Must have badge to attend open rehearsal, meetings, or visitation* Price increases after 5/2	May 2, 2025		
Hotel/Dressing Room Representation Form – Complete on-line	May 20, 2025		
Emergency Contact Form – Complete on-line	May 20, 2025		
Post Crowning Photo Form – Complete on-line	May 20, 2025		
Official Transcript through Spring 2025 & copy of Degree if applicable – Bring to check-in	June 1, 2025		
Medical & Health Forms – Complete on-line DO NOT COMPLETE EARLY	June 1, 2025		
Authorization for Treatment to Minor Form (from MISS OK) Complete on-line	June 1, 2025		
Local & Family Luncheon Reservation Form - Monday, June 2 – 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 CONTESTANT SPRING MEETING - SATURDAY, MARCH 29

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

SUNDAY, MARCH 30 – MISS CONTESTANTS ONLY

We have a small block of rooms at the Okana Resort & Indoor Waterpark for March 29 & 30. As soon as I have the block information, I will send an e-mail.

Saturday, March 29th – Rose State Performing Arts Center – 6000 So Prosper Blvd, Midwest City, OK 73110

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.

- 8:30 – 9:00 a.m. -- Check-in (for all Miss & Teen Local Organizations within 110 miles of Rose State PAC)
- 9:05 a.m. -- Welcome & **Talent Rehearsal - Group A** Miss Contestants
- 9:40 a.m. -- Check-in (for all Miss & Teen Local Organizations over 110 miles of Rose State PAC)
- 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 Summer & 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 20 to missoklahomatalent@gmail.com. Remember tracks cannot be changed or altered after March 29. 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 March 29. All talents will be timed and cannot exceed the 90-second time limit. No props or costumes are required, unless the Contestant desires.

6:30 p.m. -- **Miss Contestants only** – Special Dinner at Okana Resort & Waterpark. **Dress:** Snappy Casual

Sunday, March 30 – Ballroom Area of Okana Resort & Indoor Waterpark – 639 First Americans Blvd, Okla. City, OK 73129

8:45 a.m. -- **Miss Contestants only** – **Special Guest Speaker** – **Dress:** Business Casual

Optional Miss Oklahoma Production Rehearsal – Sunday, April 13th with Kent Parham, Miss Oklahoma Choreographer.

Since Kent is unable to be at Spring Meeting, we are offering a Production Rehearsal for Miss & Teen Contestants, on Sunday, April 13th. This is an **optional rehearsal** and we understand that not everyone will be able to attend. Additional information on time and location will be available later.