

## 2017 Administration Forms Requirements Instructions

Read each document before you begin to complete the forms in each section.

### General Information

Remember the forms are numbered as forms and documents: F1 D2 is form 1 and is in the document section 2. Follow your check list for assistance. You will turn in some Document 2 form in your contestant packet April 9, 2017. Some Document 2 forms are due April 1 and some will be turned in your Photo shoot envelope/Thumb drive at the Photos shoot on April 8 2017. Look at your check list, here and on the form for more details.

#### **F1 D2: Contestants and Parents Contact Information - 2017 (ON-LINE FORM):**

This form was emailed to you by CJ Wilson and completed so no action is needed for packet turn in. This to do appears in green on your check list meaning to read and move on. NO ACTION REQUIRED. CHECK OFF ON YOUR CHECK LIST. UNLESS, YOU HAVE CHANGES FROM THE TIME YOU SUBMITTED.

#### **FC1-D2: Resume & FC2 D2: Platform:**

This form is the same format you used by your local preliminary. Place all forms in red on the check list in your contestant packet to turn in April 9, 2017. The forms are broken into:

1. Instructions: Read and move on.
2. Resume Example Read and move on.
3. Resume Template - 2017: Stop and act as directed.
4. Platform Statement Instructions
5. Platform Statement Example
6. Platform Statement Template - 2017. Stop and act as directed.

The Resume and Platform forms:

- Place one copy in a Resume folder and one in the Platform folder on the Thumb Drive to be turned in at the photoshoot April 8, 2017
- Make Seven (7) hard copies and place all hard copies in your packet for turn in April 9, 2017.
  - Use regular white Letter size copy paper. [8.5x11 in.]
  - Do not staple pages
- These forms will be placed in:
  - the Judges book in hard copy with your headshot.
  - Your Miss Arkansas File for Office use
  - The Miss Arkansas Media File for PR and media release

This is your opportunity to demonstrate to the judges why they should consider you for the job of Miss Arkansas.

- You may list as many or as few items on the form under each category as you desire.
  - Your only restriction is that it must follow the established format and it must fit on one (1) page.
  - This page, combined with the Platform Statement, will comprise your entire application for this job.
  - The judges will receive exactly what is submitted.
  - Any item submitted that does not fit the established criteria may be returned for correction only once upon your request.
  - Any item, which does not meet the criteria or is submitted on or after the deadline, will not be given to the judges. If your resume arrives on the day of the deadline, and does not meet the criteria, there will not be time to return it to you; therefore, your update will not be given to the judges. If she chooses, a contestant may explain the lack of judging materials during her interview.
  - Required signature line at the bottom of the Platform statement:
    - When the resume and platform pages are put together, they create your entire application.
    - Your signature covers the materials listed on both pages.
    - Your signature verified that everything on your forms is true and accurate.
    - If it is proven that any information on these forms is not true, correct and factual, you risk disqualification from competing and lose your local title.
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## **F2-D2: Contestant Release and Indemnity Agreement - 2017:**

Contestant Release and Indemnity Agreement - is a required form and should be placed hard copy in your contestant packet. This form is the same form you used in your local packet and in the past at other State Miss Arkansas pageants. You will see it does not usually change from year to year. HOWEVER, complete a new form because the date does change.

**Complete, sign and place a hard copy in your contestant packet to be turned in April 9, 2017.**

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## **F4 D2: Miss Arkansas Scholarship Pageant, Inc. Contract-Free Agreement:**

**Read and sign the agreement stating you have no conflicts with other contracts representing Miss Arkansas or a local preliminary. The Arkansas Executive Director will sign your agreement if you are crowned Miss Arkansas.**

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## **F5 D2: Media/PR MAO Questionnaire-2017 (ONLINE FORM)**

This is a National Contestant PR Questionnaire used by Miss America. Miss Arkansas has so much to do and very little time between Miss Arkansas and MAO so we ask you to complete this forms now.

**Complete all required areas in the form and submit. After you close out of the form, just click on the link and it will take you back to complete your application entries. DUE before April 1, 2017. TYPE CAREFULLY. What you type uploads as your answers.**

**F5 D2: Media/PR MAO Questionnaire-2017 (ONLINE FORM). The link in on the [www.missarkansas.org](http://www.missarkansas.org) state forms tab**

**Complete the Google form before April 1, 2017**

When you submit a receipt acknowledgement along will automatically forward to your e-mail address.

### **Guidelines for the 2017 National Contestant PR Questionnaire**

- 1) Please complete all the following questions.
- 2) This information is used to prepare your "Contestant Profile" page in the Miss America Competition Magazine, the National Finals' telecast and broadcast media.
- 3) It gives our fans and viewers a sense of your personality, who you are and what you are all about.
- 4) Use the tab key or the mouse to move between fields. If a required field is not entered, you will receive an automatic prompt.
- 5) If any of the information in the questionnaire changes, please notify MAO Field Operations immediately.

**If you have any questions, please contact CJ Wilson: 870-897-9997 or [cjwilson1852@gmail.com](mailto:cjwilson1852@gmail.com)**

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**The F6 D2 form is in Four (4) parts.**

-  F6A D2: Headshot Photo Requirements- 2017**
-  F6B D2: Salute Page Requirements & Payment -2017**
-  F6C D2: AD PAGES-2017**
-  F6D D2: Candid Photo Requirements -2017**

## F6A D2: HEADSHOT PHOTO REQUIREMENTS 2017

- 👑 You will provide headshot as address on the F6A D2 Headshot Photo Requirement form. 1-Color 300 dpi and one B/W
- 👑 **HARD COPY: Place 6 hard copy 4 x 6 size Color photos in your contestant packet for turn-in April 9, 2017**
- 👑 **You bring on a thumb drive with a folder titled HeadShots and a copy of one Color and one Black/White headshot as directed to be turned in April 8, 2017.**
- 👑 **If you have any issues due to excused absence from Photoshoot on April 8 you will work one on one with CJ. CJWILSON1852@GMAILCOM.**
- 👑 **You will place headshots on a thumb drive, place in your photo shoot envelope and bring to CJ at the Photo shoot April 8, 2017**
  
- 👑 **Your headshot will appear in: (once turned in no change)**
  - Miss Arkansas Website Contestant photo
  - Miss America Website State Contestant photo
  - Class Group shot in the Program book
  - Posting on social media
  - Photo Contest on Miss Arkansas Website
  - Judges book
  - OTHER

Any questions about headshots contact: CJ Wilson at 870-897-9997;

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## F6B D2: Salute Page Requirements & Payment

### YOUR CONTESTANT SALUTE PAGE:

- Will be created for you by Miss Arkansas Pageant using the best photo from the contestant photo shoot as selected by photographer.
- EACH CONTESTANT WILL HAVE ONE SALUTE PAGE
- You will have a Photo shoot on April 8, 2017 by appointment.
- 2017 Photo Shoot: by the Miss Arkansas Pageant Photographer Katie Hansen, Queen Bee Photography, Queen Bee Studios, 14611 Arch St., Little Rock, AR 72206 and taken at various locations in Little Rock.
- The Miss Arkansas Pageant Photographer will select the best photo from the contestant photo shoot.
- EACH CONTESTANT WILL HAVE ONE SALUTE PAGE
- **The required Salute Page cost is \$400.**
- **Make Checks payable to: Miss Arkansas Scholarship Pageant, Inc.**
- **Clearly indentify on the check memo line for: Salute Page and your title and name.**
- **Bring your check in a photo shoot envelop labeled on the outside with your title and name: PAYMENT DEADLINE : APRIL 8, 2017**

- Turn in your check at the photo shoot to CJ.
- Paper clip your check payment (no cash) to the last page of this form, print and place form and check in the envelope you turn in at the Photo Shoot to CJ April 8, 2017.
- Clearly identify on the check memo line your check is for:  
Salute Page, Title, and name
- Place all material required to turn in at photo shoot April 8, 2017 in 3 different envelopes as described on the Photoshoot announcement.
- Place your name and title on the envelope
- Bring the envelope to the Photo Shoot to give to CJ Wilson
- **PAYMENT DEADLINE: APRIL 8, 2017**

All graphic art will be placed on your contestant salute page by Miss Arkansas graphic artist based on the data you give Miss Arkansas Pageant. After any edits this data will appear on your program book salute page. You will have the following information overlaid on your photo: (Remember graphics space is limited). Look at form for examples:

- 👑 Title
- 👑 Name
- 👑 Age
- 👑 Talent
- 👑 Platform
- 👑 Parents
- 👑 Home Town
- 👑 Sponsors
- 👑 Woman of Distinction name
- 👑 Woman of Distinction paragraph 26 words or less what she means to you and why you selected her.

If you secured sponsors to help you pay for your \$400 salute page cost; list, the sponsor(s) on your payment form. We will include the list of sponsors on the Program Book salute page.

- A copy of the last page of this form should be included in your photo shoot envelope with check paper clipped as directed on the form.
- If there is no sponsor provided, your local pageant will be listed as the sponsor.
- List sponsors exactly how you want your salute page ad sponsors name to be printed in the program book.
- Again, remember space is limited.

## F6C D2: AD PAGES:

**AD PAGES:** "We have decided to again award the contestant with the most ads sold the first selection in the Miss Arkansas Lottery this year! We have also decided to expand the opportunity to the top 3 total ad sales with lottery selection correlating to the first three choices in this year's Miss Arkansas Lottery. We look forward to another year of exceptional young women gracing the stage of the Miss Arkansas Pageant! " This should give titleholders who are passionate about their placement a better opportunity to control it. If there are multiple titleholders submitting the same number of ads, those contestants will be drawn randomly for their lottery placement; before moving to the next group of contestants. -- Jessie Bennett

### AD Pages Requirements -

- CLEAN, CLEAR COLOR layouts in either PDF or JPEG format **300 dpi**
- If you send by JPEG format they can be used on social media during your year.
- Submitted by place those ads on a thumb drive folder named ADS to be turned in April 8, 2017
- CAMERA READY!
- Program book AD is Full Page Image Size will be **7.5" x 10.**
  - No partial pages **1 FULL PAGE.**
  - Paper photos, camera ready art only, or negatives **WILL NOT** be accepted. The AD must be complete and how the AD sponsor wants their AD to appear in the program Book.
  - Place on your thumb drive.
  - Place in your Photo Shoot envelope as directed.
  - **All ADs must be in COLOR!**
  - AD(s) are **\$500** per page.

### ADS:

- Put your Title and Name on the outside of your envelope
- Place in the envelope:
  - AD(s) should be placed on one thumb drive with your headshot and candid Photos on the thumb drive (TD).
  - On the Drive: Make a folder for each type item such as: Headshots, Candid Photos and ADS
  - Payment form and check must be placed in an envelope with the payment form

## AD PAGE PAYMENT FORM

**YOU MAY HAVE AS MANY AD PAGES AS YOU WISH.** Each Ad page is **\$500.** (you may have as many as you wish @ **\$500 each**). **Make the check(s) payable to "MISS ARKANSAS SCHOLARSHIP PAGEANT".**

- 👑 **complete the last page of Form F6C D2**
- 👑 **make two (2) copies**
- 👑 **Paper clip checks**
- 👑 **Place in your photo shoot envelope. Do not seal the envelope.**
- 👑 **Turn in to CJ at Photo shoot April 8, 2017**

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### **F6D D2: Candid Photo Requirements (Digital on Thumb Drive)**

1. Photos should show the contestant engaged in a favorite hobby, sport or interesting activity as opposed to those of a group of people standing and posing for the camera. We recommend activities alone or with family, friends, pets, etc. for a great candid.
2. It will be your responsibility **to gather (6) Six candid photos and place on photo TD to be placed in the Photo shoot envelope (unsealed) due at the photo shoot April 8, 2017.** This is important to meet the schedules for our media and printing deadlines—there can be no exceptions or extensions granted to the due date for the candid photos.
3. We recommend jpeg files when choosing a format for your digital images.
4. We accept digital format only. **Please label each photo on the TD using the numbers 1 through 6. Identify each photo from 1-6 with a descriptive caption under each photo.**
5. **Remember these go to Miss America in your contestant packet if approved by the MAP National Packet committee.**

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### **F7-D2: Individual Photographer Agreement OR F8-D2 Corporation Photography Agreement:**

Photographer Release Forms - May use one or both forms. **PHOTO RELEASE REQUIRED:**

- Choose the release that applies to your photographer's type of business.
- **Place a copy of the appropriate signed release in your contestant packet to be turned in April 9, 2017.**
- Miss Arkansas or Miss America will not use your photo until this release is signed and turned. It is to be signed by your photographer.

- This agreement is vital.
- We cannot use contestant photographs in any media format until this agreement is received. If a person takes your photo use this form.

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## F8 D2: Corporation Photography Agreement - 2017

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### F9-D2 Website Profile - 2017 (ON-LINE FORM): Due by April 1, 2017

This form is located on the State Forms tab. You will submit your completed form. The data will appear on:

- Miss Arkansas Website under Contestant photo
- Miss America Website State under State Contestant photo

👑 WEBSITE PROFILE is an Miss Arkansas State Form:

👑 The information below maybe posted on the Miss Arkansas & MAO website:

<http://www.missarkansas.org/contestants>.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

**(submit the information as it is to BE PRINTED on the websites (F9.D2\_Website Profile-2017))**

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### F10-D2: Arkansas Media and Publicity Information-2017 (ON-LINE FORM):

- 👑 Miss Arkansas Media/Publicity Information Sheet, Form: F10 D2 is a Google form due April 1, 2017.
- 👑 PRESS RELEASES: Prior to, and throughout pageant week the Miss Arkansas Media Director will send PRESS RELEASES regarding contestants & Preliminary winner's information to local and state media.
- 👑 Each night releases will be sent with the preliminary winner's information.
- 👑 Fill out the information to help us reach the correct person at your high school, college, university, or pre-professional school and hometown paper.
- 👑 Provide an actual person's contact information so that our story is more likely to get into the paper.
- 👑 Complete FOR EACH PRINT MEDIA OUTLET (paper) SUBMITTED.
- 👑 If you do not provide the contacts email address, we will be unable to send releases and photographs to the media contact during pageant week.
- 👑 You may submit as many as you would like. You have space for more than six (6), but can submit less or more.
- 👑 If you wish to submit more than six (6) use the other box and list all media, contact information.
- 👑 Think about your hometown, your school, your parent's hometown, anywhere that would be interested in receiving the story.)

FOR MORE INFORMATION/QUESTIONS CONTACT TONI BAHN, MISS ARKANSAS MEDIA DIRECTOR, 479-409-4389 [missarkansaspress@yahoo.com](mailto:missarkansaspress@yahoo.com)

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