

*Miss Tennessee Pageant
Director Paperwork Summary*

<p style="text-align: center;">D1 Judges List</p> <p>List of your judges and auditors Can be emailed or texted to Tim</p> <p style="text-align: center;">Due: Two weeks before pageant</p>	<p style="text-align: center;">D2 Pageant Qualification Report</p> <p>Tim will monitor your CMN page to ensure that all contestants are qualified by the Friday before your pageant</p> <p style="text-align: center;">Due: No submission but contestants must be qualified by the Friday before your pageant at 6pm central</p>	<p style="text-align: center;">D3 Interview Sign In Sheet</p> <p>Use to collect information as contestants go into interview. MAO Requirement</p> <p style="text-align: center;">Due: One week after pageant. Usually collected by Jerry Alford</p>
<p style="text-align: center;">D4 Auditors Sheet</p> <p>Used to summarize and score your judges score sheets during the pageant. Jerry Alford can assist.</p> <p style="text-align: center;">Due: One week after pageant Usually collected by Jerry Alford</p>	<p style="text-align: center;">D5 Cash Scholarship Recap</p> <p>Summary of scholarships awarded and the bank information of your scholarship account. MAO requirement</p> <p style="text-align: center;">Due: Six weeks after pageant</p>	<p style="text-align: center;">D6 Franchise Agreement</p> <p>Contract between your local pageant and the Miss Tennessee Pageant. New locals only. MAO Requirement</p> <p style="text-align: center;">Due: Six weeks after pageant</p>
<p style="text-align: center;">D6e Franchise Extension</p> <p>Contract between your local and the Miss Tennessee Pageant. Used for existing locals. Note any significant changes for the upcoming year</p> <p style="text-align: center;">Due: Six weeks after pageant</p>	<p style="text-align: center;">D7 Franchise Fee, Book, Video</p> <p>Submit with your franchise fee, program book and DVD of your pageant. If you did not produce a book or DVD, please note and submit form</p> <p style="text-align: center;">Due: Six weeks after pageant</p>	<p style="text-align: center;">D8 Workshop Registration Form</p> <p>TOTAL number of people from your local staff, parents and contestants. One form should be submitted for everyone. Form must be emailed and a hard copy submitted with one payment</p> <p style="text-align: center;">Due: March 1</p>
<p style="text-align: center;">D9 Local Badge Request</p> <p>Listing of names from your local organization which will be attending rehearsals and meetings during Miss Tennessee week in Jackson. No parents or vendors allowed</p> <p style="text-align: center;">Due: March 1</p>	<p style="text-align: center;">Insurance Form</p> <p>Optional form if your venue required you to submit a proof of insurance form</p> <p style="text-align: center;">Due: As needed</p>	<p style="text-align: center;">Video Order Form</p> <p>Form to order the Miss Tennessee Pageant for this year</p> <p style="text-align: center;">Due: One week after Miss Tennessee crowning</p>
<p style="text-align: center;">State Scholarship Request Form</p> <p>Form to submit request for any state scholarships. Support must be included and process may take up to six weeks</p> <p style="text-align: center;">Due: As needed. Processing Time is 6 weeks</p>	<p style="text-align: center;">E07 Gift Basket Explanation</p> <p>Details about the annual Gift Basket Competition</p> <p style="text-align: center;">Due: June 1</p>	<p style="text-align: center;">E08 Gift Basket Description</p> <p>Description of your gift basket. Attached to basket and bring to Jackson</p> <p style="text-align: center;">Due: Not submitted, informational</p>
<p style="text-align: center;">Contestants CMN State Deadline</p> <p>Contestant must have completed the \$500 donation by noon CST</p> <p style="text-align: center;">Due: June 1</p>	<p style="text-align: center;">Contestants Talent Request</p> <p>Contestant may change as often as they wish but the final deadline is March 1</p> <p style="text-align: center;">Due: March 1</p>	<p style="text-align: center;">Contestants Headshot Deadline</p> <p>Headshots due via Dropbox to Stacy McIntyre</p> <p style="text-align: center;">Due: March 10</p>