



2009 STATE MEETING CHECKLIST

This checklist is provided to assist you in tracking the forms due to the Miss Louisiana Scholarship Organization during State Meeting

Contestant Name _____ Title _____

Check	Received <i>(for MLO Use Only)</i>
Administrative Binder Checklist	
<input type="checkbox"/> State Contestant Contract – <i>Items 1- 3 Are Contained Within The Contract</i>	<input type="checkbox"/>
<input type="checkbox"/> Fact Sheet (Attachment A) – <i>4 Copies</i>	<input type="checkbox"/>
<input type="checkbox"/> Medical Forms (Attachment B) – <i>Attach Copy of Insurance Card</i>	<input type="checkbox"/>
<input type="checkbox"/> Scholarship Rules & Regulations – <i>(provided at state meeting)</i>	<input type="checkbox"/>
<input type="checkbox"/> Resume – <i>4 Copies</i>	<input type="checkbox"/>
<input type="checkbox"/> Birth Certificate – <i>All Contestants</i>	<input type="checkbox"/>
<input type="checkbox"/> Official Transcript	<input type="checkbox"/>
<input type="checkbox"/> Contestant Platform Issue Statement – <i>4 Copies</i>	<input type="checkbox"/>
<input type="checkbox"/> Community Service Report	<input type="checkbox"/>
<input type="checkbox"/> Scholarship Rider "C" Notification	<input type="checkbox"/>
<input type="checkbox"/> Medical Expense Form	<input type="checkbox"/>
Production Envelope Checklist	
<input type="checkbox"/> Talent Request Form & Questionaire	<input type="checkbox"/>
<input type="checkbox"/> Two Accompaniment Tapes or CDs	<input type="checkbox"/>
<input type="checkbox"/> Copyright Permission Letter <i>(if necessary)</i>	<input type="checkbox"/>
<input type="checkbox"/> Clearance Form for Recordings <i>(if necessary)</i>	<input type="checkbox"/>
<input type="checkbox"/> Copy of Vocal Lyrics and/or dialogue <i>(if necessary)</i>	<input type="checkbox"/>
<input type="checkbox"/> Talent Introduction - Up to 25 Words ending With Your Name	<input type="checkbox"/>
<input type="checkbox"/> Fact Sheet - (Attachment A) - 1 Copy <i>(in addition to Administrative Requirement)</i>	<input type="checkbox"/>
<input type="checkbox"/> Platform Issue - 1 Copy <i>(in addition to Administrative Requirement)</i>	<input type="checkbox"/>
Program Book Binder Checklist	
<input type="checkbox"/> Full Ad Pages in Binder	<input type="checkbox"/>
<input type="checkbox"/> One Certified Check or Money Order for Ad Payment	<input type="checkbox"/>
<input type="checkbox"/> Contestant Questionaire- Printed on Copy Paper-	<input type="checkbox"/>
Judge's Envelope Checklist	
<input type="checkbox"/> Resume – <i>8 Copies</i>	<input type="checkbox"/>
<input type="checkbox"/> Platform Statement – <i>8 Copies</i>	<input type="checkbox"/>
<input type="checkbox"/> Photo Copies – <i>8 Copies printed on Copy Paper</i>	<input type="checkbox"/>
Media Envelope Checklist	
<input type="checkbox"/> Website Form	<input type="checkbox"/>
<input type="checkbox"/> Headshot CD	<input type="checkbox"/>