
UNITED STATES OF AMERICA PAGEANTS

State Director Checklist

<i>DUE IMMEDIATELY</i>	
	Sign State Director Contract
	Submit deposit
	Access information from Director Resources Email
	Schedule call for website walkthrough
<i>DUE WITHIN 30 DAYS OF STATE DIRECTOR CONTRACT</i>	
	Submit business entity (LLC) to National Office
<i>DUE WITHIN 60 DAYS OF STATE DIRECTOR CONTRACT</i>	
	Submit pageant date and venue to National Office for approval
	Upon approval, secure pageant date and venue
	Obtain Certificate of Insurance

<i>PRE-PAGEANT</i>	
	Submit final numbers and payment 30 days prior to state pageant
	Submit on-stage questions for approval 2 weeks prior to stage pageant
	Set up People's Choice on WIX
	Obtain and submit signed volunteer agreements for staff members
	Submit judges for approval
	Obtain and submit signed judges affidavits
	Submit Emcee for approval
	Obtain and submit signed volunteer agreement for Emcee

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	Send digital copy of program book to National Office for approval no later than 14 days before preliminary pageant
	Set up Tally Genie
	Order awards
	Finalize state pageant schedule
	Finalize emcee script

	<i>POST PAGEANT</i>
	Provide video to National Office within 1 week
	Provide all professional photos to National Office within 1 week
	Provide hard copy of program book to National Office within 2 weeks
	Provide People's Choice documentation to National Office within 30 days
	Provide People's Choice winnings within 30 days
	Update website within 10 days to reflect winners