

2020 Miss Kansas Candidate Checklist

Name: _____ **Local Title:** _____

This checklist is provided to assist you in tracking forms due to the Miss Kansas Organization. Deliver in hard-copy format to Candidate Orientation on March 28, 2020, excluding (*), unless otherwise noted. All documents should be submitted in the order of the checklist.

		Candidate Initials	Email/Mail Documents to:
ADMINISTRATIVE FORMS All due NO later than March 28, 2020			
<i>*Please note on the individual forms the required signatures and format to print files.</i>			
	*Contract Free Agreement - Candidate, Local Director/Mentor Signatures required.		mkoforms@gmail.com
	*Titleholder Information Form (Google Form Submission by March 28, 2020)		Google Form Submission
	Resume (2 copies)		Bring Hard Copy to Orientation
	Social Impact (2 copies)		Bring Hard Copy to Orientation
	*Photographer's Release - no notary required		mkoforms@gmail.com
	*Guidelines for Miss Kansas Week - Candidate signature required		mkoforms@gmail.com
	*W-9 for Cash Awards Received - Candidate signature required		mkoforms@gmail.com
	*Release and Waiver		mkoforms@gmail.com
	Official School Transcript (sealed in hard copy or emailed from school)		mkoforms@gmail.com
	*Candidate Headshot - emailed to Jerry Polston by March 28, 2020		mkoforms@gmail.com
	Candidate Contract - 2 copies, completed & supporting documentation attached		Bring Hard Copy to Orientation
	<i>Documentation that should be included but not limited to: Driver's License, Birth Certificate, Health Insurance Card, and Residency or School or Employment Eligibility</i>		Bring Hard Copy to Orientation
PRODUCTION MANUAL GROUP OF FORMS Due NO later than March 20, 2020			
<i>*All production forms are to be submitted electronically only.</i>			
givenssue@gmail.com			
Form A-1	*Talent Music Reservation & Accompaniment Track (Music License Documentation Must Be Included)		givenssue@gmail.com
Form E	*Musician/Engineer/Producer Producer Permission Release		givenssue@gmail.com
Form J	*Talent Lyrics/Dialogue Submission		givenssue@gmail.com
SCHOLARSHIP GROUP OF FORMS All Due NO later than May 1, 2020			
<i>*Please note on the individual applications the required documentation and signatures.</i>			
PO Box 8611, Pratt KS. 67124			
	Social Impact Initiative Certification Form and Service Award Application		N/A
	Optional Scholarships: McEntarfer, Swindoll Accounting, Esther		N/A
OTHER FORMS DUE			
<i>*Please note on all forms the date and submission process</i>			
PO Box 8611, Pratt KS. 67124			
	Salute Pages - email PDF pages to Marisa Gwinn, payment due to PO Box		marisagwinn74@gmail.com
	Badge Request Form - Mail payment & form to PO Box		N/A
	Auction Item - submit at Miss Kansas Check-In		N/A
	Show Us Your Shoes - submit at Miss Kansas Check-in		N/A
	Incentive Awards: Centennial Club, CMN Hospitals Fundraising, Sunflower Mentoring		N/A
Rev. 1/27/2020			