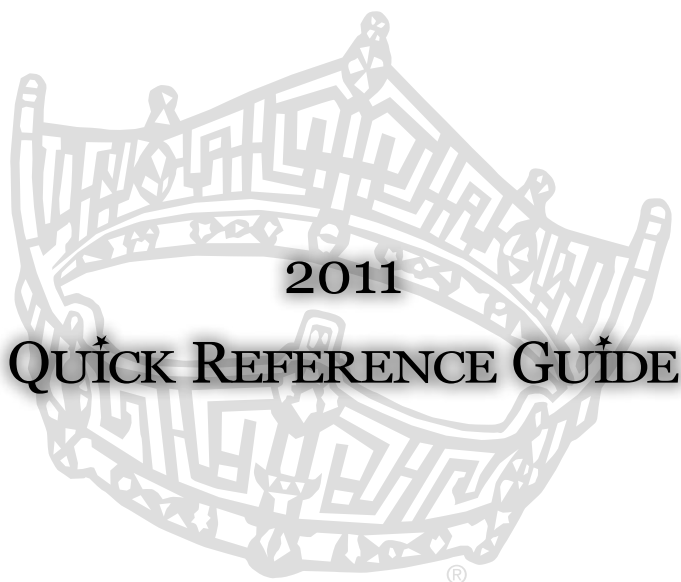




MISS MICHIGAN  
SCHOLARSHIP PAGEANT, INC.



2011

QUICK REFERENCE GUIDE

®



Miss Michigan Volunteers,

This Quick Reference Guide contains the policies of the Miss Michigan Scholarship Pageant, Inc. and it is intended to help you prepare for a successful pageant. We hope the information in this Quick Reference Guide serves as a helpful tool. This guide is also available on the Miss Michigan Web site at [www.missmichigan.org/guide](http://www.missmichigan.org/guide)

The Miss Michigan Scholarship Pageant offers the young women of Michigan the opportunity to improve qualities of character and talent which they can use for the rest of their lives, in addition to winning scholarships.

Let us all work together and continue to help make dreams come true.

Shelley Taylor, Executive Director  
Board of Directors  
Miss Michigan Scholarship Pageant, Inc.



MISS MICHIGAN  
SCHOLARSHIP PAGEANT, INC.

## Contestants

### State/Local Contestant Contract

Each year, the Miss America Organization makes available to each State a Judging Disk for all Local and State programs. This disk contains the State/Local Contestant Contract, score sheets, auditor's instructions, tie breaking procedures, etc.

For the most recent copy of the State/Local Contestant Contract, go to [www.MAOProperties.com](http://www.MAOProperties.com).

## Eligibility

### Never Before

Competed in any National Finals of the Miss America Organization.

### Age

A contestant must be at least Seventeen (17) years old and a graduating senior at the time of her first competition and no older than Twenty Four (24) years of age on December 31st of the year she is chosen to represent her state in the National Finals.

### Residence

Must reside in; be enrolled in and attending classes on a full-time basis at an accredited college or university in; or be employed on a full-time basis for six months in the state in which the young woman plans to compete.

### Citizenship

Must be a citizen of the United States of America at the time she enters her first pageant.

### Education

Must be a high school graduate or have successfully completed the G.E.D. testing program for high school equivalency or have successfully completed the academic requirements for entry into a four-year college/university degree program by July 30th immediately preceding the National Finals.

### Additional Requirements

- No one girl can win a pageant twice, except Miss Lighthouse Coast (designed for 1st runner-ups). Once they're a title holder of a traditional local pageant, they cannot compete again at that local as a contestant.
- Must have never been married.
- Must have never been pregnant.
- Must not be the adoptive parent of any child.
- Must never have been convicted of any criminal offense.



- Must not have criminal charges presently pending.
- Must be in good health and can participate fully and without limitation in any Program activities.
- Must not use or consume any illegal controlled dangerous substances or abuse the use of alcohol or other dangerous substances.
- See contestant contract for additional requirements.

### **Relatives Competing**

A relative of a Local Pageant director or any local pageant volunteer is eligible to enter the Local Pageant for which her relative serves as a director or volunteer. However, if she should win, the pageant director must resign their position during that relatives' reign. (State Board makes final determination).

### **Field Directors' Guidelines**

The position of Field Director requires an individual to serve the "State" Organization in all areas of the local competition. The position of Field Director is viewed as a representative of the State Organization. The Field Director will serve in the role as the official liaison between the State and Local Pageants. Most importantly, he or she will use every opportunity to ensure effective communications between the State Organization and the assigned Local Programs. The guidelines below are suggestions for the operation of a Field Director system in your State Pageant Organization. However, the Miss America Organization recognizes that the state organization is the final authority on its own rules regarding its Field Director Program.

### **As a Field Director, You Should:**

- Ensure that each of your assigned competitions is being conducted according to the rules and regulations of the Miss America Organization and your State Organization.
- Keep in regular contact with your Local Directors to ensure that the License Agreement, Policies/Procedures and Contestant Contract are being followed and all deadlines are met. Read and understand the contents of both the License Agreement and the Contestant Contract.
- Assist to revitalize marginal competitions and identify possible new programs. Invite new program prospects to regional meetings, forums or any other meetings that will help them understand who we are, what we do and how we operate.
- At the discretion of the State Board and Field Directors, attend as many Local Competitions as possible. Offer assistance if requested.
- Report to the State Organization the progress, problems and needs of your locals. Make constructive recommendations for the good and improvement of the program.



- Direct contestants to available competitions and help to coordinate non-conflicting Local Competition dates.
- Monitor Local Competition scholarship programs. Solicit scholarships for the State and Local Organizations.

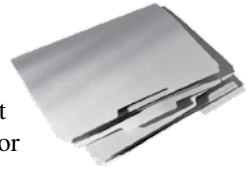
**As a Field Director, Do Not:**

- Observe the judges' interviews.
- Secure the ballots at any time prior to, during or after local competitions.
- Sit at the judges' table during the actual competition.
- Act as the auditor.
- Meet with judges during the actual competition.
- Judge local competitions in your state.
- Advise individual contestants or titleholders in regard to preparation or improvement suggestions.

## Important

### **DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS**

**IMMEDIATELY** at the conclusion of the pageant, the auditors should place all score sheets and the tally sheet(s) in a sealed, dated, and identified envelope for safe keeping at a predetermined location established by the STATE Board for a minimum of one year. Auditors and/or pageant officials may not disclose to anyone any actual scores, whether total or individual scores, unless such time arises in which the outcome of the pageant is in dispute and an independent auditor has to review the results.



## Local Pageants

### **DUAL OR DOUBLE COMPETITIONS**

**Definition:**

A Dual/Double local competition requires State board approval. A Dual Competition is defined as one group of contestants with two (2) titles awarded to the two highest scoring contestants.

A Double Competition is defined as two groups of contestants with one winner announced from each group.



Dual or double competitions are held to give away two (2) titles at one (1) event. Two titles are the maximum number awarded during these situations. Local competitions that hold these pageants pay a separate license fee for each title. Each winner must receive a scholarship and there must be at least four (4) contestants competing for each title. If less than eight (8) contestants show up for the competition, only one title may be given, no exceptions. An announcement must be made from the stage explaining how the titles will be awarded. One panel of a minimum of five (5) judges can decide the winners. Separate support groups should be in place to assist each winner as she prepares for the State finals and should not have responsibilities with another contestant (titleholder). The Dual or Double program must be held in an acceptable public facility and must be properly advertised. Each winner should receive the official Miss America local crown.

### **“TRIPLE CROWN”**

The following guidelines have been established to allow “triple” winners to be selected at local competitions. A triple crown local competition requires State board approval.

- A minimum of five contestants per crown must compete.
- Five contestants register to compete for Miss A title.
- Five contestants register to compete for Miss B title.
- Five contestants register to compete for Miss C title.

### **OR**

- A minimum of fifteen (15) awarding three titles to the top three.
- The minimum cash scholarship PER WINNER is to be determined by the State Board and should be consistent with your State requirement.
- Have one, pre-designated person per winner to serve as the Executive Director, Business Manager, etc. (one for EACH title).
- Present each winner with an official Miss America local crown.
- Follow the Miss America judging system, rules and regulations as they relate to local competitions.
- One panel of a minimum of five (5) judges can decide the winners.
- Members of the state board should plan to be in attendance.



## State Pageants Only

### COLLEGE/ UNIVERSITY TITLE HOLDERS

STATE ORGANIZATIONS MAY AT THEIR OPTION ACCEPT CONTESTANTS TO COMPETE AT THE STATE LEVEL WHO HOLD COLLEGE TITLES.

#### The Following Guidelines Have Been Established:

- The contestant must meet all eligibility requirements as established by MAO and understands that she must compete in all phases of competition at the state level.
- The contestant must have won her pageant through a judging process.
- A letter from the College President certifying that the contestant won the title at a judged college event and that she has permission to use the university or college title in the state competition.
- The College/University appoints an advisor to work with the contestant from time of selection thru state competition.
- The College/University pays the same license fees as a local preliminary.
- Winner receives a scholarship from the school she represents.
- Winner will be required to sign the standard contestant Local/State Miss America Contract.

College Titles may include but not be limited to Homecoming Queen, Most Beautiful, Miss Sweetheart, etc. State Board makes final determination.

### FAIR AND FESTIVAL TITLE HOLDERS

Contestants who hold Fair and Festival Titles will be allowed to participate at the State level provided they can adhere to the same guidelines as stated above. State Board makes final determination.

The Fair and Festival title holder must follow the Miss America judging system, rules and regulations as they relate to local competitions.

## STATE PAGEANTS

### State Pageant Dates

The State Finals must be held at the same location during all phases of the competition (except in extraordinary circumstances) on consecutive nights on or before the second Saturday in July of each year during the term of the State Agreement unless MAO has granted prior approval for a deviation from such requirements.



## State Program Books

Each year, state pageants are required to send two (2) program books to the Miss America Office. They are held in the Miss America office for archive, scholarship, judges and press release information.

## Judging

### Scoring Percentages for State & Local Pageants

#### Single Night State Pageants

Interview	25%
Evening Wear	20%
On Stage Question	5%
Talent	35%
Swimsuit	15%
Final Ballot	

#### Preliminary Nights of A Multi-Night State Pageant

Interview	25%
Evening Wear	20%
On Stage Question	5%
Talent	35%
Swimsuit	15%
Final Ballot	

#### Final Night of Multi-Night State Pageants

Composite	30%
Swimsuit	20%
Evening Wear	20%
Talent	30%
Top Five	
Final Ballot	



## Instructions for Score Sheets and Tally Sheets

### **DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS**

**IMMEDIATELY** at the conclusion of the pageant, the auditors should place all score sheets and the tally sheet(s) in a sealed, dated, and identified envelope for safe keeping at a predetermined location established by the STATE Board for a minimum of one year. Auditors and/or pageant officials may not disclose to anyone any actual scores, whether total or individual scores, unless such time arises in which the outcome of the pageant is in dispute and an independent auditor has to review the results.

### **Rules for Judges**

1. Judges may judge up to 2 state pageants and 4 local pageants in any given “pageant year.” This is not “calendar year.” Locals are defined by the number of local contestants sent to any state pageant. Therefore, if a judge judges a dual pageant in one state which crowns two (2) winners and a dual or double pageant in another state which crowns two (2) winners, that judge has judged the four (4) local pageants. It is defined as the number of contestants sent to a state pageant.
2. Individuals who can in any way financially benefit from working with contestants are barred from judging. This means that a pageant coach, pageant vocal coach, hairdresser, retailer, make-up artist, fitness trainer, wardrobe specialist, interview coach, or a person working in any other profession, which works directly with contestants cannot judge. This also means that a person mentioned above cannot judge any competition, not just competitions in which their clients are participating. This rule does not just apply to those pageant coaches who receive financial benefit from their work. It also applies to anyone who coaches contestants outside the role of local director/volunteer with his/her titleholder, in a mentor-type relationship as well. Also, please see the “Volunteering for a Profit” section later in this booklet.
3. Individuals who are related to contestants through blood relation, by marriage, through business contacts with contestant’s families, or social contacts with contestant’s families may not judge that/those contestant(s).
4. No member of the Executive Committee of the State Board of Directors or the Judge’s Chairman of the State Organization is permitted to judge local pageants in his/her state. In addition, no other state official shall judge local pageants within the state where they serve whose position within the state organization calls for them to have direct contact with contestants during the state competition. This could include such positions as: Producer, Choreographer, Hostess Chairman, etc. All other members of the State Pageant Board of Directors may judge in other states, just not within the state in which they serve.
5. A former contestant, whether from a local, state, or national Miss America Pageant, and regardless if she has won one of said pageants, cannot judge until a minimum of three (3) years after she has stopped competing and may never judge any contestant with whom



she has competed. “Stopped Competing” is defined as either “ages out” or having won a state title and, therefore, can no longer compete in a local pageant. Any contestant who is eligible to compete at the local level may not judge, because she may return later to compete, even if she has not competed during the three (3) year rule.

6. Judges who are related by blood or marriage, romantically involved, business associates, or roommates may not serve on the same judging panel. The reason is that one does not want to give the impression that two (2) judges may collude on the panel because of their close relationship.
7. Local ED’s can judge on the same judging panel, but no more three on each panel and a maximum of three times per year.
8. You can no longer select judges that are affiliated with other pageant systems. This isn’t meant to distinguish one system better than another, but help keep the focus, integrity and judging uniform. It is also recommended that you not introduce contestants from other pageant systems to help increase the Miss America brand while minimizing possible confusion for the average audience member.
9. You must provide your judges information and biographies to your Field Director three (3) weeks prior to your competition.
10. Local pageants are required to use the Miss America Judging Video for every judges orientation. This is a valuable tool and has been used on the State level for several years. It is the responsibility of the Local Directors, as well as the Field Director, to ensure its use for each pageant.

## Judging Disk

Each year, the Miss America Organization makes available to the State Director a Judging Disk for all Local and State programs. This disk contains the State/Local Contestant Contract, score sheets, auditor’s instructions, tie breaking procedures, etc. The most recent judging disk may also be found on the MAO Portal: [www.MAOProperties.com](http://www.MAOProperties.com).

It is mandatory to use the MAO judges orientation video by all the local pageants and will typically be distributed each year at Fall Forum when new versions are released.

## Judging at State and Local Pageants

### JUDGING AT STATE COMPETITIONS

No individual may judge more than two (2) State Competitions in any pageant year. Exception to this policy is made under unusual circumstances and only with permission from the MAO national office.

### JUDGING AT LOCAL COMPETITIONS

No individual may judge more than four (4) Local Pageants nationwide in any pageant year. The pageant year will be determined by the date of the national finals. There are no exceptions to this policy. Neither spouses nor relatives may judge together.



## Production

### The Private Interview

- A podium will be used.
- A 10 minute interview follows until the 9:30 timing mark. There will not be an opening statement.
- The final 30 seconds is an optional opportunity to close with information that may cover a topic not covered during the interview, not necessarily a pre-planned closing statement.
- If discussion ends before the 30 seconds are up, then the interview ends. Therefore, the Interview can be from 9 1/2 to 10 minutes long.

Please note, these details are subject to change - based on MAO.

### Swimsuit Competition

The Lifestyle and Fitness in swimsuit is designed to see how well the contestant maintains a lifestyle of good physical health, whether she meets the public expectation of a titleholder, and whether or not she has the confidence needed to be a titleholder. The contestant's drive, energy, and presence are to be likewise considered.

### Talent Competition

#### Guidelines and Requirements

The time limit for talent presentation at Miss America is 90 seconds. Nothing longer will be accepted, and this will be strictly enforced! Contestants should plan a performance that will not exceed this limit. Judges will be informed immediately if a contestant runs over her allotted time. Each judge will then use this information to assist in determining his/her score of the contestant's talent competition.

#### Accompanying Oneself with a Pre-recorded Tape

A contestant may pre-record herself as a back-up vocalist or instrumental accompanist and use that tape to accompany her live talent performance. However, it cannot be announced to the judges that the accompaniment tape contains any performance by the contestant. She will be judged solely on what she is doing live, and no exceptions will be made to this. A talent cannot be performed electronically (i.e. video tape) or with live accompaniment.



### Tape Enhancements

Regardless of the talent performed, the background tape cannot have voices, instruments, or other noises which mimic the talent of the contestant. (Example: A vocalist may have background vocals with “oohs and aahs” or other background lyrics, but cannot have a tape with a voice singing the melody line for the contestant to sing along with. The same would be said for instrumentalists, dancers, and any other talent which could provide for an unfair advantage if a judge could not delineate from the talent on the track versus the live performance of the contestant.)

### Double Talents

If a contestant wishes to perform a double talent, i.e. singing and dancing, or singing and piano playing, she must do both live on stage. She will only be judged for what is done live. For example, if a contestant danced to a pre-recorded tape of herself singing, she would only be judged on her dancing. If she sang on stage and performed a dance segment with it, she would be judged on both singing and dancing.

### Talents Involving Original Work or Material

Any contestant who plans to present a talent act that involves prior original work on her part; i.e. own painting, dressmaking, music arrangement, song writing, dramatic reading, etc., must have notarized authentication that she created that work if she wishes to receive credit for the same. The National Office will require this authentication. This responsibility will rest with the contestant and her director.

## Additional Talent Guidelines

- **At the national level there can be no duplication of a talent act among the contestants. This is determined on a first-come, first-serve basis.** The first contestant to register her talent with the National Office by sending in her completed Talent Request Form “A” is the one who will have preference.
- **Also at the national level a contestant may not include in a vocal medley the same song another contestant is planning to sing as a solo or as part of a different medley.** The same song, though, may be played on a musical instrument by a second contestant or used as accompaniment for a dance.



## PROPS

Any article brought on stage must actually be NEEDED.

### Use and Restriction of Props

**No props will be permitted unless they are absolutely functional!**

- No mood setters or background enhancers
- No props that imitate those used in a Broadway or screen version of your music
- No props that require excessively large stage areas and complicated setting up
- No use of motion pictures, slides or projection of any kind
- No live animals
- No props involving safety hazards, such as fire batons, sword and/or knife twirling, bow and arrow skills
- No lighting enhancements

## Evening Wear Competition

The Evening Wear phase of competition is designed for the judge to assess the contestant's beauty, poise, grace, and commanding stage presence. The contestant's total look is considered. Her evening wear (not the value of the evening wear) should complement the contestant's individuality.

## Sashes

Sashes are permitted to be worn at public appearances and on stage when deemed necessary for identification purposes.

## Emceeing a Competition

No member presently serving on a State Organization Executive Board should emcee a Local Competition in his or her state unless the MAO national office grants permission.

Recognizing visiting title holders, local, field and state directors of the Miss America Organization should be part of the production of your show.

## Permission to Televis

Under no circumstances should any State or Local Pageant be televised unless prior approval has been received from the Miss America Organization. Request must be in writing.

## A FEW FINAL DETAILS

### Communication

Always feel free to contact your Field Director for any questions. If they aren't available, you can contact Shelley Taylor at our state office. As with any volunteer organization, open and consistent communication goes a long way! In that vein, it is strongly recommended not to participate in online chat/discussion boards. The best source for advertising and accurate information can be found on our state Web site. To continue to grow in a positive direction - please remember to assist fellow volunteers and remain focused on the wonderful opportunities only being affiliated with the Miss America Organization can provide!



## A FEW FINAL DETAILS - continued

### Local Pageant Decisions

In general, each local director has full control of their pageant. Beyond a few required guidelines from Miss America, common sense is the rule. A few examples of common sense are not engaging in illegal or unethical productions that would infringe on copyright laws or would be considered “out of the normal” for your particular area of the state; spend excessive amounts of money for the production; no thongs, etc., these are just a few examples... the goal is to make your pageant an experience the girls and volunteers will enjoy. If a question arises, contact your Field Director or the state office.

### Mentoring Former Contestants

Please encourage and support girls, that no longer qualify for competition, to volunteer at your or any other MAO pageant. Doing so will further strengthen our whole organization.

### Princess

A goal for every Miss & Teen contestant is to bring a princess to the State pageant. The details of the Princess Program can be found online at: [www.missmichigan.org/princess](http://www.missmichigan.org/princess)

### Local Pageant Agreements

Remember that your local pageant agreement and payment is due annually during the Fall Forum. Failure to meet this deadline, without written notice to the Miss Michigan Scholarship Pageant, Inc. office (and acceptance) can result in a termination.

### Supporting Sponsors

To help retain sponsors, whether national, state or local, it is imperative to consider patronizing a sponsor that already generously provides goods or services to the organization. That may be booking your hotel accommodations at a host hotel or dining at a particular restaurant if at all possible.

## About Children’s Miracle Network

Children’s Miracle Network is a non-profit organization dedicated to saving and improving the lives of children by raising funds for children’s hospitals across North America. Each year the 170 Children’s Miracle Network hospitals provide the finest medical care, life-saving research and preventative education to help millions of kids overcome diseases and injuries of every kind. You may contact Children’s Miracle Network at [www.childrensmiracletnetwork.org](http://www.childrensmiracletnetwork.org).



The Miss Michigan Scholarship Pageant, Inc. assists contestants track their individual progress in meeting the required donations each year, you may contact Marcia Loader at (517) 486-2400 and via e-mail at [cmn@missmichigan.org](mailto:cmn@missmichigan.org).





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