Natural Elite USA

Pre-Pageant / Post-Pageant Checklist

* Provide following items to National Director 7 days prior to pageant:
  + Contestant list
  + Schedule for pageant day
  + List of judges and auditor
  + Arrange a stage shot photographer – NE USA’s official stage shot photographer is Bobby Dalto. If you would like to use a local photographer, please provide information to National Director/Assistant National Director for approval.
* Pageant Day preparation:
  + Final contestant list provided to National Director/Assistant National Director
  + Schedule provided to National Director/Assistant National Director
  + Score Sheets or means to tally final scores
  + Judges – Gifts provided to all judges and auditor by State/Prelim Director
  + Music and sound system provided by State/Prelim Director or arrangements made to have music
  + Registration – Assign a dedicated individual to registration table to register and collect entry fees – should be at table all day
  + Provide a means to acknowledge paid entries (wrist bands, stamps, etc.)
  + Obtain biography for Judges to announce during pageant
  + Accommodations
    - Room for Judges
    - Room for Queens to dress
    - Room for Contestants to dress
    - Auditorium/Room for Pageant
  + Envelopes for return of photos and scores same day
  + Contracts for all newly crowned Queens
  + Secret Sister Questionnaire for all newly crowned Queens
  + Director to request/assign individuals for following:
    - Crew to set up prior to pageant
    - Provide snacks/drinks for Judges
    - Provide snacks/drinks for Royalty
    - Provide food/snacks/drinks for contestants
    - Provide food/snacks/drinks for attendees
    - Crew to clean up after pageant
* Post-Pageant Duties
  + Give Judges Gifts
  + Obtain signed contracts and secret sister documents from each Queen after Queen meeting
  + Create Queens facebook page
  + Post photo of new Court and list each Queen name/title
    - FB/Social Media
    - local news paper
  + Issue any appropriate refunds
  + Provide National Director with balance due via Paypal or cash within 10 days of date of pageant
  + Offer Delegate titles to contestants that were not crowned (only first year 2018-May 2019)
  + Schedule a Court Photo Shoot – NE USA’s official crowning shoot photographer is Angela Owens; however, if you have a local photographer that you would like to use, please provide information to the National Director/Assistant National Director for approval.