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.