



2010 State Meeting Checklist

Contestant Name: _____ **Title:** _____

Label each binder on front and spine using a white label with name and title. Label each envelope using a white label with name and title.

	Received (for MLO Use)
Administrative Binder Checklist (One - 1/2" BLACK 3 Ring Binder)	
<input type="checkbox"/> State Contestant Contract	<input type="checkbox"/>
<input type="checkbox"/> Copy of Medical Insurance Card	<input type="checkbox"/>
<input type="checkbox"/> Scholarship Rules & Regulations – (provided at State Meeting)	<input type="checkbox"/>
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/>
<input type="checkbox"/> Official Transcript	<input type="checkbox"/>
<input type="checkbox"/> Community Service Report	<input type="checkbox"/>
<input type="checkbox"/> MLO Scholarship Notification	<input type="checkbox"/>
<input type="checkbox"/> Medical Release Form	<input type="checkbox"/>
Production (9"x12" Manila Envelope)	
<input type="checkbox"/> Talent Request Form	<input type="checkbox"/>
<input type="checkbox"/> Participant Information Questionnaire	<input type="checkbox"/>
<input type="checkbox"/> Music Clearance Website Copy (ASCAP or BMI)	<input type="checkbox"/>
<input type="checkbox"/> Copy of Musician Permission Release	<input type="checkbox"/>
<input type="checkbox"/> One (1) CD Master and One (1) CD copy of Talent Music	<input type="checkbox"/>
<input type="checkbox"/> Two (2) Copies of Musical Lyrics	<input type="checkbox"/>
<input type="checkbox"/> Dramatic Reading or Monologue Publishers Clearance	<input type="checkbox"/>
<input type="checkbox"/> Talent Rehearsal Conference	<input type="checkbox"/>
<input type="checkbox"/> On-Stage Questions	<input type="checkbox"/>
Program Book Binder Checklist (One - 1/2" WHITE 3 Ring Binder)	
<input type="checkbox"/> Full Ad Pages with CD in Binder	<input type="checkbox"/>
<input type="checkbox"/> One Certified Check, Money Order, or Commercial Check for Ad Payment	<input type="checkbox"/>
<input type="checkbox"/> Contestant Questionnaire	<input type="checkbox"/>
Judges (9"x12" Manila Envelope)	
<input type="checkbox"/> Resume – 10 Copies	<input type="checkbox"/>
<input type="checkbox"/> Platform Statement – 10 Copies	<input type="checkbox"/>
<input type="checkbox"/> Photograph Copies – 10 Copies	<input type="checkbox"/>
Media (9"x12" Manila Envelope)	
<input type="checkbox"/> Website Form	<input type="checkbox"/>
<input type="checkbox"/> Photo Headshot CD	<input type="checkbox"/>
<input type="checkbox"/> Local Press Form	<input type="checkbox"/>
<input type="checkbox"/> Color 8x10 Glossy Headshots (5 copies)	<input type="checkbox"/>