



# Miss Deaf Utah Pageant Handbook

*(Approved by the UAD Board as of September 17, 2005)*

The Utah Association for the Deaf, Inc has long worked closely with the state pageant director to ensure the strength and growth of Miss Deaf Utah Pageant (hereinafter referred to as MDUP) where young women may benefit from self-worth, self-confidence, self-esteem, and self-identity.

MDUP promotes the development of young ladies in public speaking, leadership, and social skills. When a young woman competes in the MDUP, she automatically becomes a member of the MDUP Sorority where she continues to develop her skills in different areas, because she is an important individual in the public eye regardless of her placement in the MDUP.

Anyone who volunteers to be on the MDUP committee must have knowledge of its history and be able to embrace the traditions, values, and goals of MDUP. All volunteers should be positive, friendly, adaptable, supportive, and contribute to building up the name and success of MDUP. Young women from all walks of life who compete in the MDUP depend on that support.

Volunteers working with the state pageant director accept the responsibility to carry out their duty to its fullest. Volunteers must maintain good moral character and not have been involved in any criminal activities, drugs or alcohol. While volunteering as a MDUP committee member, if her/his conduct reflects badly on MDUP, she/he shall be counseled by the state pageant director. The grievance policy is found at the end of this handbook. MDUP volunteers are required to keep their line of communication open at all times with the state pageant director as well as the state pageant chair or MDUP advisor. If a MDUP volunteer feels that they cannot carry out their assigned duty, they are encouraged to talk with the state pageant director. Volunteers on the MDUP Committee are the backbone of the MDUP in helping and encouraging young ladies to become strong leaders and role models in the state of Utah.

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## **General Requirements**

1. All committee members must be members of the Utah Association for the Deaf (hereinafter referred to as UAD).
2. If a committee member only wants to stay for one year, then he/she may pay a one-year membership. If he/she plans to stay on the committee for at least two years, then a two-year membership should be paid.
3. All committee heads must meet monthly with the state pageant director to give progress reports.
4. All committee heads must obtain approval for their financial plan from the state pageant director and state pageant treasurer.
5. Each committee head picks their subcommittee members with prior approval from the state pageant director.
6. If a committee head is unable to attend the monthly committee meeting, he/she should send someone from the subcommittee.
7. Each committee head must meet monthly with their own subcommittee members.
8. Everyone must follow the line of authority, which is shown in the organizational chart.
9. Everyone (officers/committee chairs and members) must help with each fundraiser event.

## **Section I: Positions**

1. The state pageant director is chosen by the UAD board of directors.
2. The state pageant chair is chosen by the state pageant director and approved by the UAD board of directors.
3. The MDUP advisor is chosen by the state pageant director and approved by the UAD board of directors.
4. The state pageant committee member (an individual can submit a volunteer form to the state pageant director to express their interest in a certain position on the MDUP Committee)
  - Executive Secretary
  - Publicity Coordinator
  - Treasurer
  - Fundraising/Ticket Coordinator
  - Contestant Coordinator
  - Program Book Coordinator
  - Decoration Coordinator
  - Gifts/Post-Pageant Reception Coordinator
5. The state pageant subcommittee:  
Assistants to the committee coordinators - depending on the decision of state pageant director
6. The state pageant personnel:
  - A. Master and/or Mistress of Ceremonies
  - B. Entertainers
  - C. Interpreters
  - D. Stage Manager
  - E. Choreographer (works with Contestant Coordinator)
  - F. Judges

- G. Auditors/Timer
- H. Photographer/Videographer

## **Section II: Job Description/ Responsibilities**

### 1. State Pageant Director:

- A. Important to the outcome of the pageants and fundraising events.
- B. Expected to choose the state pageant chair and/or the MDUP advisor if needed.
- C. Fully responsible for every part of the state pageant from the day she/he was chosen to the day of release by the UAD board of directors.
- D. Instructs the pageant committee.
- E. Encourages the contestants and coaches.
- F. Responsible to assist the state winner in preparing for the Miss Deaf America Pageant (MDAP) which will be hereafter called the national pageant.
- G. Sets the two-year budget (*with assistance from UAD treasurer and the SP treasurer, including the year of the state pageant and the year of the national pageant*).
- H. Sets the pageant date with the UAD board of directors. The pageant must be held by the first weekend of November in odd years.
- I. Appoints the pageant personnel.
- J. Works closely with MDUP Sorority officers in selecting a chaperone for Miss Deaf Utah for the national pageant.
- K. Works closely with MDUP advisor.
- L. Orders/buys decorations and flowers for stage.
- M. Orders/buys sashes and crown.
- N. Orders/buys flowers to be presented to contestants, corsages/boutonnieres for the master/mistress of ceremonies, judges, auditors, interpreters, state pageant director and state pageant chair.

*~It then is very important that the checklist and suggestions in this handbook be used~*

### 2. State Pageant Chair:

- A. Helps to find people who will carry out their responsibilities, and have a mixture of creative, energetic and supportive people. This should include both experienced and inexperienced people.
- B. Plan and set up an agenda, and conduct meetings at the request of the state pageant director. Must notify the executive secretary of dates and agenda.
- C. Follows the budget plan set by the state pageant director.
- D. Checks coordinators' progress with suggestions from the state pageant director.
- E. Discusses responsibilities with each coordinator prior to and after the pageant.
- F. Checks out where the pageant will take place and makes sure that there is a dressing room, mirrors in the dressing area and so forth (*each pageant may be required to have certain things -- need to create a checklist four months prior to the pageant*).
- G. Meets with the coordinator of contestants, decoration and publicity to create a pageant theme with the approval of the state pageant director. The state association conference theme may be one that the state pageant could adopt, especially if the pageant is held at the same time; or the state pageant could come up with a different

theme if the pageant is being held at a different time than the UAD Conference. This will be decided between the state pageant director and the UAD board of directors.

### 3. State Pageant Committee:

A. Assistant to the State Pageant Chair (*this is not required and it is up to the state pageant director - if no Assistant to the state pageant chair, then the state pageant chair will carry out the duties*)

- 1) Collects applications, entry forms
- 2) Maintains contact with contestants and keeps them informed through the contestants coordinator.
- 3) Works with the state pageant chair.
- 4) Maintains/monitors the checklist made by the state pageant director.
- 5) Works with the contestant coordinator during the pageant.
- 6) Works with the choreographer and decoration coordinator and state pageant chair.

### B. Executive Secretary

- 1) Records minutes of meetings.
- 2) Sends copies of the minutes to the state pageant director.
- 3) Keeps files of minutes, treasurer's reports, flyers, and other documents.
- 4) Keeps a supply of letterheads, envelopes and stamps.
- 5) Reminds committee members of meeting dates.
- 6) Keeps a list of committee members along with addresses, phone/fax numbers, email addresses.
- 7) Tracks state association membership of all committee members.
- 8) Gives a copy of the organizational chart to the committee members.
- 9) Works with the state pageant director to send out letters.
- 10) Makes a report to the state pageant director, then to the monthly training key players meeting.
- 11) Works closely with the publicity coordinator.
- 12) Obtains extra program books and gives state pageant director copies of the program book as required by the national pageant.
- 13) Maintains a history of MDUP events until a historian has been selected.

### C. Treasurer

- 1) Keeps track of revenues and expenses.
- 2) Approves purchases upon the instruction of the state pageant director.
- 3) Assists the state pageant director with the development and assist the state pageant chair in following the budget.
- 4) Works closely with the UAD treasurer.
- 5) Turns over all revenues (checks, cash, money orders, cashier checks and other forms of money) to the UAD treasurer within one week as per instructions by the state pageant director and UAD treasurer.
- 6) Turns in all receipts to the UAD treasurer within two weeks for reimbursement.
- 7) Records sponsorship information and money before turning checks/cash over to the UAD treasurer, and informs the state pageant secretary.

- 8) Reminds sponsors to write all sponsorship checks out to "UAD/MDUP," not individuals, to prevent tax problems.
  - 9) Makes sure all contestants are members of UAD and informs the UAD treasurer.
  - 10) Makes sure all state pageant committee members are members of UAD and informs the UAD treasurer.
  - 11) Works closely with the state pageant secretary to supply the UAD treasurer a list of all state pageant committee members.
  - 12) Works closely with the state pageant secretary to thank sponsors.
  - 13) Works closely with the fundraising and ticket coordinator.
- (Monthly training in how to set up a budget and make reports by state association treasurer)*

#### D. Events Coordinator

- 1) Works closely with the state pageant director to decide the theme of the fundraiser events.
- 2) Coordinates all fundraising activities.
- 3) Can and should appoint individual chairpersons for each event and monitors progress.
- 4) Gives all monies and reports to the state pageant treasurer within three business days.
- 5) Works closely with publicity coordinator.
- 6) Works closely with ticket coordinator.
- 7) Solicits scholarships through the publicity coordinator.
- 8) Solicits gift certificates from local merchants through the publicity coordinator.

#### E. Ticket Coordinator

- 1) Works closely with event coordinator.
- 2) Coordinates design and orders tickets.
- 3) Coordinates sales of tickets and seating arrangements.
- 4) Selects ticket takers, ushers and security guards.
- 5) Must be at the event an hour before the event starts.
- 6) Must get the cash box (money change) ready through the MDUP treasurer.
- 7) If cash is needed to start the evening, meet with the MDUP treasurer and UAD treasurer one week in advance.

#### F. Gifts/Post-Pageant Reception Coordinator

- 1) Responsible for the private interview luncheon with approval of the state pageant director.
- 2) Works closely with the Events Fundraiser coordinator on gifts/gift certificates for contestants, master/mistress of ceremonies, judges and auditors.
- 3) Works closely with the fundraiser coordinator on awards/trophies for winners.
- 4) Responsible for the post-pageant reception.

#### G. Decoration Coordinator

- 1) Works closely with the events fundraiser coordinator.
- 2) Makes theme come true.

- 3) Designs the set for the stage and selects colors with the approval of the state pageant director.
- 4) Works closely with the stage manager/choreographer.
- 5) Must follow the budget and check with the state pageant director and state pageant treasurer.

#### H. Contestant Coordinator

- 1) Works closely with the state pageant director and follows her instructions.
- 2) Makes sure contestants follow rules and signs contract.
- 3) Selects a coach for the girls, who also works with master/mistress of ceremonies and interpreters.
- 4) Coordinates workshops (*i.e. makeup, walking, hairdressing, public speaking*).
- 5) Sets up daily events schedule for contestants.
- 6) Reminds contestants of their schedules.
- 7) Selects gofers that could also serve as "emergency kit" person to assist with mending torn dresses, for example (*may depend on hospitality coordinator*).
- 8) Coordinates the Miss Congeniality vote the day before the finals.
- 9) Provides instructions to chaperones/coaches for MDUP only.
- 10) Supports all contestants and yet remain a neutral "cheerleader".  
*A guideline for chaperones/coaches will be provided.*

#### I. Program Book Coordinator

- 1) Works closely with the state pageant chair.
- 2) Establishes a timeline for the program book.
- 3) Shops around for reasonable printing services.
- 4) Coordinates contents of the program book.
- 5) Includes biographies and pictures of contestants in the program book, also master/mistress of ceremonies, judges, auditors, state pageant director, state pageant chair.
- 6) Includes advertisements in the program book as solicited by the publicity coordinator.
- 7) Sees that the program book is printed and delivered to the pageant site.
- 8) Gives state pageant secretary 50 copies of the program book to be filed. (*To be given to other 50 state pageant directors during the Miss Deaf America Pageant by the state pageant director*).

#### J. Publicity Coordinator

- 1) Works closely with state pageant director and state pageant chair. If a person cannot be found to fill this position, the state pageant chair will work with the ticket coordinator temporarily.
- 2) Develops a timeline for publicity, and be very conscious of all deadlines.
- 3) Starts publicizing at least six months before the pageant.
- 4) Starts publicizing at least four months before any MDUP fundraising event
- 5) Sends press releases to organizations (media).
- 6) Announces date, time and place via email distribution lists, state association newsletters, and websites.

- 7) Writes articles before deadlines and inserts in different publications about events/pageant.
- 8) Mails information to various clubs, associations of and for the deaf and hard of hearing; school programs (*mainstreamed or otherwise*); hand delivers to same and to deaf sporting events.
- 9) Works closely with program book coordinator (*develop rough draft of program book*).
- 10) Writes articles and insert in different publications about the present state pageant winner.
- 11) Develops a team of program book, graphics, and publicity coordinators.
- 12) Appoints a skilled proofreader.
- 13) Conscious of precise information (avoid goofs, errors and the like in publicity materials).
- 14) Conscious of rules of grammar in all publicity materials.

K. Graphics Coordinator (under Publicity Coordinator)

- 1) Skills in working with a computer are very helpful.
- 2) Assists publicity coordinator as asked.
- 3) Designs flyers for events/pageant at least four months prior to events/pageant.

L. Coach Coordinator

- 1) Only works during the MDUP.
- 2) Provides instructions to coaches.
- 3) Provides guidelines for coaches -- each pageant may be different, so guideline varies from pageant to pageant.
- 4) Corresponds with coaches prior to the pageant.
- 5) Makes sure that coaches have information needed.
- 6) Reminds coaches of their schedules.
- 7) Supports all coaches and yet remains neutral.
- 8) Coordinates meetings on a daily basis to review the schedule.
- 9) Corresponds with parents prior to the pageant, according to notes from the state pageant director.
- 10) Sets up daily events schedule for parents.
- 11) Makes sure that parents have tickets.
- 12) Makes sure that the parents have the information needed.
- 13) Works closely with the state pageant chair, contestant coordinator and hospitality coordinators.
- 14) Develops a guideline for coaches and parents (*must have MDUP approval of the guidelines*).
- 15) Responsible to collect health information on contestants (*information remains confidential at the discretion of the state pageant director; only coordinator of chaperones and the state pageant director have the health information of the girls*).

#### M. Hospitality Coordinator

- 1) Is aware of the nearest hospital, restaurants, drug stores, a good place to go on a field trip, if any, and other useful information. The contestants and chaperones will ask questions about location of places, and other useful information.
- 2) Prepares handouts with restaurant, shopping, field trip information, and other useful information.
- 3) Selects gofers that could also serve as “emergency kit” person to assist with mending torn dresses, for example (may work with contestant coordinator).
- 4) Selects errand people who could do last minute errands for anyone on the pageant committee (two or three would be enough)
- 5) Serves drinks and snacks during contestants’ rehearsals and any other times if necessary.
- 6) Works closely with the state pageant chair, contestant coordinator and the coordinator of chaperones and of parents’ activities.
- 7) Acts as a greeter at events.

#### N. Recruitment Coordinator (see MDUP Sorority in the ADDENDUM)

### 4. The State Pageant Subcommittee

- A. These are all the assistants who will begin working with designated coordinators at different times.
- B. Some will start from day one (i.e. fundraising).
- C. Some will start maybe two months before the state pageant takes place (*i.e.: assist with stage decorations and construction*).

### 5. The State Pageant Personnel

#### Master and/or Mistress of Ceremonies

- A. Is well known in the Deaf community.
- B. Can do a professional job, can keep the audience entertained between pageant segments, can make the contestants feel comfortable and at ease, is well informed about the activities within the state pageant, make sure he or she observes the rehearsals and rehearses onstage as well.
- C. Has an assistant who will keep the master/mistress of ceremonies on track and is the understudy to the master/mistress of ceremonies.

#### Entertainers

- A. Gives judges time to tabulate their scores and contestants time to change clothes.
- B. Does not take up so much time that the pageant goes beyond two hours.

#### Interpreters

Attends all rehearsals, and is given a script and details of the pageant.

#### Judges

- A. Should be familiar with the Deaf community and Deaf culture.

- B. Should be able to understand sign language without needing interpreters.
- C. Suggested number of judges are as follows:
  - a. Three judges for three to nine contestants
  - b. Five judges for 10 to 25 contestants
  - c. Seven judges for 26 or more contestants; if there are more than ten contestants, it is very strongly suggested preliminaries be held.
- D. Prepares questions to ask the contestant for the private interview. A suggested list of questions will be provided upon request.
- E. Is provided a copy of Judging Methods information and score sheets at least two weeks in advance.
- F. Meets with the state pageant director to review everything to be sure that all is understood.
- G. Dress appropriately for the pageant.
- H. Has a private table (*will not use the auditor table*).
- I. Does not chat with other judges, auditors and the audience during the pageant. (*Security people may be used for this purpose*)

#### Auditors

- A. One head auditor and one assistant auditor count ballots after judges complete their scoring sheets.
- B. The head auditor will communicate with the timer person.
- C. The head auditor will double-check the ballots.
- D. Each auditor should always sign his or her initials on each ballot sheet.
- E. Copies of Judging Methods information and score sheets must be sent at least two weeks in advance to the auditors.
- F. Meet with the state pageant director to review everything to be sure that all is understood.
- G. Dress appropriately for the pageant.
- H. Have a private table (*will not use the judges table*).
- I. Does not chat with judges or the audience during the pageant. (*security people may be used for this purpose*)
- J. The head auditor is responsible to stop the pageant and the master/mistress of ceremonies if the announcement of the winners is wrong and the scores are not close. If the scores are very close, the head auditor may either stop the pageant or let it go.

#### Timer

- A. Times the contestants' performances. Platform-two minutes. Talent-four minutes.
- B. Communicates with the auditor only! The timer person will not announce the beginning and end of the time in an obvious way.
- C. NO SCENE!
- D. Must be at all rehearsals.
- E. Dresses appropriately for the pageant.
- F. Sits at the auditors table.
- G. Does not chat with judges or the audience during the pageant. (*security people may be used for this purpose*)

### Photographer/Videographer

- A. There are many ways to enlist a professional photographer.
- B. Select a photographer who is friendly and one who knows how to make all contestants feel comfortable.
- C. Get his/her service at no charge in exchange of free advertisement in the program book.
- D. Pay for materials and provide a credit line or find a deaf person who is a terrific photographer (*buy the film or memory chip, pay for the developing, and give him/her a nice credit line when the photos are published*)
- E. Provide the photographer prior instructions on what type of photographs are to be taken such as: the number of rolls of film or memory chip that will be needed, individual photo of each contestant during all competitions, a group picture, and other instructions.
- F. Be sure the photographer knows which photos are to be taken in color and which are to be taken in black and white.
- G. Remember, publicity photos come out better when taken in black and white, unless updated technology is available.
- H. Allow the photographer sufficient time to become familiar with the pageant schedule, the stage, lighting, and also allow the photographer to get to know the contestants.
- I. Try to avoid flashes during the pageant. Discuss with the photographer to make sure that he has a special camera/film that allows taking pictures without flashes.
- J. Photos of the state pageant will keep the memory alive forever; don't forget that photos are needed for publicity purposes.
- K. Photographers should give all film rolls and/or memory chip to the state pageant director.

*Suggestions for photographers: Make sure the photographer comes well prepared.*

### Photo-taking ideas:

- A. The contestants upon arrival and at the registration desk.
- B. The contestants together in evening gown at spectacular scenes around the hotel and other locations and not just onstage.
- C. Candid photos of the contestants during rehearsals, social gatherings, at a meeting, and during competition.
- D. Photos of every contestant during each competition.
- E. Catch some additional candid photo during the actual pageant.
- F. The coronation of the new state winner.
- G. Photos of the new state winner and photos of her and the top finalists.
- H. Remember, the new state winner is unknown until the very end of the pageant. Therefore, it is important to get every contestant photographed during all of the activities in the pageant. Be sure to have plenty of photos of the new state winner. Be sure to have good photographs taken of the new state winner. These photographs are needed for publicity purposes. Have as many photos of her taken

as possible, or order additional prints of one of the best photos taken of her. Don't forget, such photos of her will be needed for the next state pageant program book.

- I. Additional photos: The photographer should be prepared to take additional photos upon request by the state pageant director. There may be requests for photos of the new state winner with her parents, with the state association officers, photos of her with all of the other contestants, with the state pageant committee, and a photo of the outgoing state winner with the new state winner. It is usually at this time, during the end of a pageant, when everyone wants to get into the act, so be prepared.
- J. Please note: Photos of the new state winner must be submitted to the national pageant director as stated in the Miss Deaf America Pageant Eligibility Rules. Such photographs are to be taken by a professional photographer. Please review rule one in the Miss Deaf America Pageant Eligibility Rules in the additional requirements list.

#### Stage Manager

- A. Coordinates stage lights, curtain opening/closing, comings and goings of people to/from stage, setting up of sound systems/props. Once the lights and stage plan is set, only the state pageant director may make changes.
- B. Coordinates rehearsals and run-through(s).
- C. Only the stage manager and/or the choreographer will be allowed backstage during the pageant; cues the contestants.
- D. Must ensure that no family members, friends, or others may go backstage to assist the contestants. The stage manager will receive a list of people who are permitted to go backstage.
- E. Stage manager can have extra "hands" upon approval of the state pageant director.
- F. Works closely with the decoration coordinator.

#### Choreographer

- A. Some states combine the responsibilities of the stage manager and choreographer.
- B. Will be the only other person allowed backstage during the pageant.
- C. Designs movement of contestants while they are on stage.
- D. Designs group routine if there is any.
- E. Cues the contestants.
- F. Choreographer can have extra "hands" upon approval of the state pageant director.

#### Ushers/Security Guards (*six to eight*)

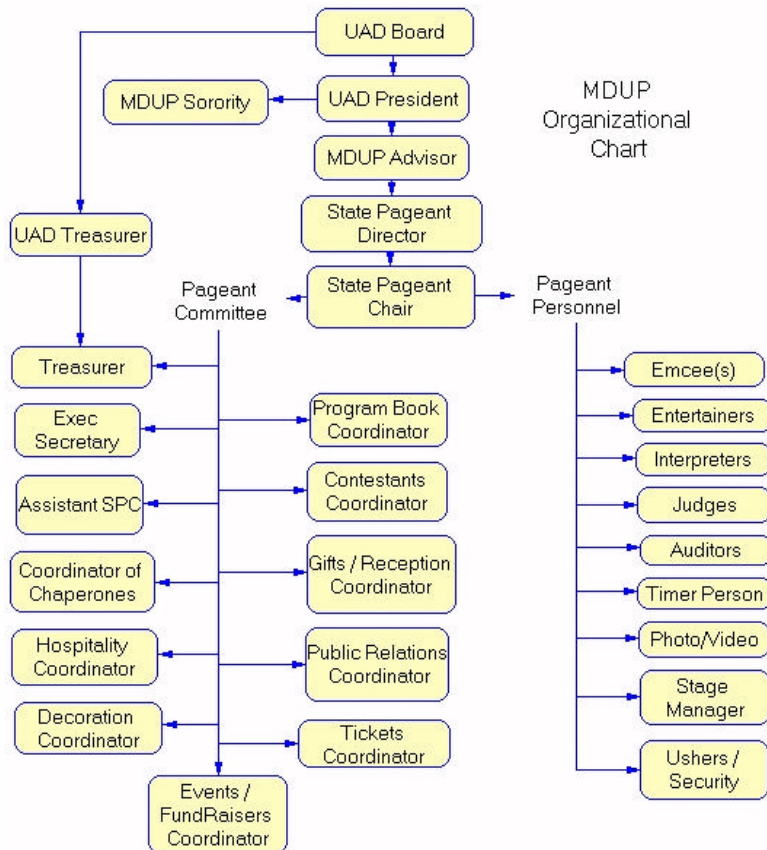
- A. State pageant director will select one or two "head" usher/security. The state pageant director will give them special instructions. The users/security people must not have any prior convictions or any relationship with the contestants such as boyfriend, girlfriend or currently dating any contestant.
- B. Will be responsible for admission at the actual pageant.
- C. Makes sure attendees have tickets.
- D. Guides certain people such as contestants' parents and VIPs to assigned seats.

- E. Makes sure everyone is seated on time before the pageant begins.
- F. Monitors the audience throughout the pageant.
- G. Requests a person to leave the audience if he/she, is distracting other people or isn't behaving properly. Also asks parents whose children are not behaving to take them out of the audience.

Section III: The Organizational Chart

- A. The UAD president with the board's approval appoints a State Pageant Director.
- B. The state pageant director appoints:
  - 1. State Pageant Chair
  - 2. Recording Secretary
  - 3. Treasurer
  - 4. Pageant Personnel
  - 5. Pageant Committee
- C. If the state pageant director chooses not to select the pageant committee, the state pageant chair may appoint/recruit members for the committee. The committee will report to the state pageant director unless otherwise specified. (Note: the state pageant director has the power to delegate and may assign some of the authority to the state pageant chair).
- D. The coordinators may choose assistants. These assistants will report to their respective coordinator.

MDUP Organizational Chart



## **Section IV: Budget and Fundraising Ideas**

Why is developing a budget important? Make a list of expenses and a list of revenues (if any). An example is given in the ADDENDUM. Then once revenues are weighted against expenses, and if that revenues will not cover all expenses, fundraising will need to be done so that those expenses are covered, or cut back.

### Budget

There are two things that must be done during the early stages of planning:

1. Developing a budget
2. Fundraising

All pageant committee members must understand that only the state pageant director has the authority to approve purchases and expenses. The state pageant director may share this authority.

All chairpersons must receive pre-authorization from the state pageant director for the amount of expense. If pre-authorization is not received, MDUP is not responsible for the expenses incurred by the chairpersons or others on the committee and subcommittees.

### Typical Revenues for the State Pageant:

- ~~///~~ Program Book Advertisement Sales
- ~~///~~ Entry Fees
- ~~///~~ Registration Fees
- ~~///~~ Ticket Sales
- ~~///~~ Program Book Sales
- ~~///~~ Sponsorships
- ~~///~~ Fundraising
- ~~///~~ Internal
- ~~///~~ Donations

### Typical Expenses paid by the State Association and/or Pageant Committee:

- ~~///~~ Awards and gifts
- ~~///~~ Postage and supplies
- ~~///~~ Entertainment
- ~~///~~ Refreshments/Catering
- ~~///~~ Transportation (*only for the winner to the national pageant*)
- ~~///~~ Sashes and tiara (*tiara must be three inches tall*)
- ~~///~~ Phone calls, faxes
- ~~///~~ Labor
- ~~///~~ Videotape/photographs
- ~~///~~ Flowers
- ~~///~~ Xeroxing

- ~~✍~~ Interpreters
- ~~✍~~ Decorations for the stage/walkway
- ~~✍~~ Space/theater rental/ AV rental/ labor (*stage, hall, recreation center, walkway, lighting, etc*)
- ~~✍~~ Printing of publicity materials: program book; flyers, tickets, posters, stationery
- ~~✍~~ Committee lodging, meals, and transportation expenses
- ~~✍~~ State winner's expenses up to and including national pageant participation

If it is a big, big production then travel, lodging, meals, and honorarium fee may need to be covered:

- ~~✍~~ Master/Mistress of Ceremonies (*including tuxedo/dress rental*)
- ~~✍~~ Judges
- ~~✍~~ Entertainers
- ~~✍~~ Photographer

It is a good idea to take note of any extra expenses so that if the current state pageant director chooses not to direct the next state pageant, the next director will be able to anticipate those expenses. Keep in mind that there are some things may free, by getting photographs or flowers in exchange for giving them advertising space in the program book. Place orders for trophies, flowers, and the crown early! We have received reports on the difficulty of finding a crown; so don't wait until the last minute to find one. Also, a small gift would be a nice way of saying "thank you" to everyone who contributed to the success of the state pageant.

Typical expenses paid by contestant (and/or \*\*sponsor) prior to state pageant:

- ~~✍~~ Many contestants are able to get a sponsor to cover some or all of the above expenses. Thus, the sash will read as Miss Deaf Name of Sponsor. For example: Miss Deaf Xerox of Utah.
- ~~✍~~ State pageant application fees (non-refundable when paid)
- ~~✍~~ Photos
- ~~✍~~ Audiogram
- ~~✍~~ Travel/lodging/meal costs
- ~~✍~~ Attire (*evening gown, business suits, clothes to wear during the week when not competing*)
- ~~✍~~ Props and clothes for the talent segment of the pageant.
- ~~✍~~ Accessories and shoes to go with the outfits
- ~~✍~~ Make-up and hair care supplies
- ~~✍~~ Spending money to cover additional items as needed

Fundraising Ideas

- ~~✍~~ Boosters and raffle sales
- ~~✍~~ Advertisement in program book
- ~~✍~~ Car washes
- ~~✍~~ Bazaars
- ~~✍~~ Pancake breakfasts
- ~~✍~~ Spaghetti dinners

- ✂ Halloween fundraiser
- ✂ Auctions
- ✂ Mini-pageants
- ✂ Fund raising picnic
- ✂ Arts and crafts sale
- ✂ Fall, Spring or Winter Carnival
- ✂ Walkathons, bowlathons, and many other "athons"
- ✂ Fundraising banquet in honor of the present state winner
- ✂ Variety show
- ✂ Letters soliciting donation (*must be pre-approved by the UAD president*)
- ✂ Admission for a preliminary competition
- ✂ Admission to the pageant.
- ✂ Finally, charge people admission to see the pageant
- ✂ Get the local and state deaf community to help with the fundraising! The state winner goes on to the national pageant, representing every deaf person and group within the state (*point this out to them*). Make use of the present state winner by having her appear at these special events. Also, the proud relatives of pageant contestants will be happy to contribute whatever they can to those fundraising events. Be sure they are aware of the fundraising events in advance.
- ✂ Advertising fundraising events in local newspapers will bring in more people to the events.

State pageants must have at least three contestants for the pageant. If there are less than three contestants for the pageant, there is the option of postponing the pageant until more contestants can be found. A state winner must be chosen by first weekend of November prior to the National Association of the Deaf Conference.

## **Section V: Sponsors**

A sponsor is any club or organization (deaf or hearing) that enters a contestant in the state pageant. A sponsor could be a school for the deaf, a college, business, private clubs (*Lions, Quota, Frat Divisions*), local chapters of state association, parents groups, religious groups, and libraries. The contestant will wear a sash that shows the name of her sponsor ("*Miss Lions Club*" "*Miss Harmons*" "*Miss SLCC*") A sponsor should be responsible for all contestants expenses during the state pageant [*see "Section IV: Budget and Fundraising Ideas"....."Typical expenses paid by contestant (and/or \*\*Sponsor)"*] these expenses include travel, lodging, meals, and the pageant entry fee. Be sure to inform sponsors that they are responsible for the contestants' expenses during the state pageant. They may need to raise money for this, so let them know in advance.

UAD will then become the sponsor of the new state winner. The MDUP Fund will then cover the expenses of the new state winner and her chaperone during the national pageant.

Contestants with no sponsors? Sponsors with no contestants? If an eligible young lady that wants to enter the state pageant, but doesn't have a sponsor, clubs and other

organizations can be asked if they'd like to sponsor her. There are many groups that would be happy to sponsor a young lady in a state pageant, but don't have as much information as to where to find these young ladies. Help by playing a matchmaker and introduce sponsors and young women to each other. Sometimes there have been cases where a young woman simply cannot find a sponsor. In that case, she can use her hometown (*as in "Miss Ogden" or "Miss Logan"*) on her sash.

## **Section VI: A Place for the Pageant**

In choosing the place for the state pageant, think about the anticipated size of the audience. The place could be an auditorium, an entertainment center, a banquet hall, a club house, a community center, a school for the deaf, or at a hotel in conjunction with the state association convention. Set aside a special section of the audience to be used only by the families of the contestants.

The stage should be large enough for the number of contestants, the type of talent routines the contestants will perform, and the kind of entertainment planned. There should be a dressing room backstage, and there should be mirrors in the dressing area, along with at least one full-length mirror.

## **Section VII: Publicity**

After all that hard work and planning, make sure there is a good crowd during the state pageant. Generate a lot of attention and interest, so start publicizing and advertising early! Make the date, time, place of the state pageant known. Here are some suggestions on how to publicize the pageant (*work closely with the publicity coordinator*):

- ~~/~~ Write articles about the pageant in the state association newsletter;
- ~~/~~ Send out news releases and/or flyers to all other publications and groups within the state;
- ~~/~~ Post the information at clubs and other places;
- ~~/~~ Hand out flyers during bowling events and socials;
- ~~/~~ Make announcements at club meetings, and other meetings;
- ~~/~~ Write articles about the present state winner by interviewing her or telling about what she did during her reign (*or she could write it herself*);
- ~~/~~ Publish the photos of each of the contestants in the state association newsletter along with a profile on each contestant. This will make the contestants feel important to the event rather than feel like a star for only a day and showing off the contestants in advance promotes the actual intent of the pageant.

Some states have been successful at getting their local newspapers or their television stations interested in covering their state pageant. Approach the local media people and tell them all about the coming event and give them a copy of the pageant schedule. Most media people prefer to set up their own schedule and collect certain information that they feel makes for a good "story". Have an interpreter on hand and make sure these media people are informed by pointing out the highlights and giving them some ideas as to what to cover. Let them know that the state pageant leads to the Miss Deaf America Pageant.

Be sure to provide them with the MDAP Fact Sheet and the NAD Fact Sheet (see ADDENDUM) so that they know the history of the Miss Deaf America Pageant and the history of the National Association of the Deaf (hereinafter referred to as NAD).

Keep the pageant committee well informed and loaded with information about the pageant because their friends and others in the Deaf community will call them or approach them for such information. It is a fact that most people, when inquiring about certain details, develop an interest when their questions are answered promptly. The publicity coordinator will be in charge of publicity and have this person write articles regularly in order to maintain interest in the state pageant. The more the community is kept informed, the more the community will feel that this is something they cannot miss. NOTE: Be sure to keep the families of the contestants well informed about the pageant activities.

During the pageant, along with having a photographer clicking away, have the publicity coordinator keep notes on all that is happening during the pageant. This will help make it easy for the state pageant director or the publicity coordinator to remember the details for the article in the UAD Bulletin newsletter when writing about the pageant. Lots of exciting things go on during rehearsals and in backstage. Have the committee report to the publicity coordinator on all the activities. This kind of publicity also gets other girls interested in future pageants. Another idea for drawing attention to future pageants is to have part or the entire pageant program videotaped. These tapes can be shown at schools for the deaf, meetings of the junior chapters of UAD, and other places where lots of girls can see the excitement and learn what a state pageant is all about.

### **Section VIII: Pageant Program Schedule**

Before the state pageant gets underway, draw up a list of the entire schedule of pageant activities and have the stage manager and choreographer check the schedule of events to be sure that the schedule meets their needs and expectations. Here is a suggested schedule of activities for the pageant:

Draw up a list of entire schedule of pageant activities and meet with the committee to double-check everything.

Suggested activities to include in the schedule:

- ~~✍~~ Plan on a "get acquainted party" before the Pageant Week starts.
- ~~✍~~ Meeting with contestants and chaperones to go over the rules and the pageant schedule with them as well as signing the contract.
- ~~✍~~ Activities for the contestant during the Pageant week before the final competition: workshops, seminars, and fun activities.
- ~~✍~~ Suggested topics:
  - a. History of state association/accomplishments; meet the officers
  - b. Activities and goals of the state association
  - c. History of NAD and its accomplishments
  - d. History of Miss Deaf America Pageant; why it was established

- e. Discuss issues facing people who are deaf /hard of hearing
- f. Self-enhancement activities such as the right way to put on makeup, walk, show poise
- g. Public speaking skills workshop
- h. Have rap sessions to assist contestants in sharing their thoughts and feelings
- i. Go roller skating, skateboarding or whatever appeals to the girls
- j. Meetings with committee
- k. Meetings with chaperone and contestants (separately and together) every night to review the next days schedule and announcements, if any rehearsal periods/availability of rehearsal room
- l. Time for entertainers to practice by themselves and within the full program
- m. Time to allow contestants to practice their talent routines
- n. Time for all to practice together on stage, final rehearsal (run-through) with the master/mistress of ceremonies, photographer and interpreters
- o. Meeting times with the pageant personnel to review, to make changes
- p. Meetings with judges and point counters to review methods and procedures
- q. Meetings with pageant personnel/be ready to provide written information for everything they need to know
- r. Private interviews
- s. The pageant night (includes platform presentation competition, talent competition, evening gown competition and onstage interview)

### **Section IX: Reimbursement of Travel Costs**

Whenever a MDUP committee member or pageant winner travels attends a national pageant, the MDUP committee will usually take care of the arrangements and costs. However, if this person wishes to make his/her own arrangements because he/she wants to arrive earlier or stay longer, then he/she shall pay his/her own airfare. The difference in price (of the lowest applicable round-trip airfare three weeks prior to the national pageant) will be reimbursed by the MDUP committee within two weeks after the national pageant.

This person must submit the original ticket stub or original electronic ticket with an invoice to the state pageant director and treasurer prior to the national pageant with his/her signature to certify that it is the original and correct ticket stub or original electronic ticket or invoice. The original ticket stub or original electronic ticket must be signed by the state pageant director who will also write and circle the reimbursement amount on the same.

#### **Airfare Reimbursement:**

1. If the contestant(s) accompany the chaperone to a national pageant, stays by the chaperone's side during the national pageant and returns home with the chaperone, MDUP will pay the full cost of the airfare ticket.
2. If the contestant(s) wishes to fly earlier or stay later after the national pageant, the airfare ticket will be reimbursed 50% of the lowest applicable round-trip airfare. If the

airline ticket was purchased by MDUP, the contestant must reimburse MDUP for half of the airline ticket cost prior to departure for the national pageant.

Reimbursement for MDUP travel expenses will occur only when the MDUP fund has sufficient funds.

### **Section X: Grievance and Due Process**

Every effort shall be made to resolve the issue in an informal manner when grievances arise within the MDUP committee. Successful resolution of grievances depends on the willingness of the principal parties involved to communicate with one another. However, if issues cannot be resolved informally, it is the responsibility of state pageant director to provide an orderly and formal procedure to deal promptly and fairly with any serious grievances of opinion, which cause a grievant to believe that he or she has been dealt with unjustly. The state pageant director consults with the UAD president on the next step in the grievance process.

In the event the state pageant director is the person with the grievance, or has a conflict of interest in handling the grievance, the UAD president shall assume the responsibility during the grievance process. If the president is unable to handle the grievance, s/he will step out of the process. Should the UAD vice-president not be able to assume the responsibilities of the president, a board representative will be appointed. In this document, the person handling the grievance process will be known as board representative.

At any step in this process, the grievant can consult with the board representative for advice and counsel. Procedures shall adhere to the following steps:

#### **Informal Resolution**

The grievant discusses the complaint with the state pageant director and seeks an informal resolution within one week of the event upon which the grievance is based.

The state pageant director responds to the member's complaint within two weeks. Note: Initial responsibility for resolving a complaint lies with the state pageant director. (The two-week period may be extended if consultations, examination of particulars and possible avenues of resolution are very involved. In this case, the state pageant director may notify the grievant, in writing, that up to two weeks delay may be expected in response to the complaint.)

#### **Formal Resolution**

The grievant can submit a complaint to the state pageant director in writing within one week of the oral response by the state pageant director if not satisfied with the informal resolution.

A grievance committee is set up. The state pageant director solicits from the grievant the names of two MDUP committee members to sit on the grievance committee and the state pageant director appoints a third member from the MDUP committee.

The state pageant director submits the findings, all documentation, and other materials to be presented at a formal grievance committee meeting in order to render a decision in the case. The meeting can be done face-to-face, online, videoconference, and similar methods. When the grievance committee receives the documentation, they must render its decision within twenty (20) working days to the UAD board of directors.

The state pageant director, in turn, reviews the written decision and states approval in writing within ten (10) working days after receipt of the findings of grievance committee, and is distributed to the board. The decision is final and binding. The state pageant director may make the decision public. The grievant shall receive a formal written letter from the president regarding the results of the decision and recommendations before the decision is made public.

The grievance committee has the authority to hear grievances, and make recommendations to the state pageant director regarding their resolution. The grievance committee has no authority to add, subtract from, or modify such policies, procedure.



# **Miss Deaf Utah Pageant Addendum**

*(last revised on March 16, 2006)*

The Addendum is in addition to the Miss Deaf Utah Pageant Handbook. The MDUP State Director can modify the Addendum at any time, and the changes should be shared with the UAD Board of Directors.

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## **MDUP Advisor**

1. Works very closely with the SPD.
2. Always remain neutral if conflicts arise -- must help work out the conflicts between the SPD and Chairpersons of committees.
3. Be willing to assume responsibility in the MDUP Committee if a position needs to be filled (i.e. if no one assume PR, then take over until filled or any other position)
4. Always stay positive when things go wrong -- must be able to jump in at last minutes notice to resolve conflicts or problems.
5. Works closely with the MDUP Sorority at all times -- especially working with officers.
6. A former MDUP contestant must hold this position.
7. Responsible to schedule MDU's appearances.

## **MDUP Sorority**

*The MDUP Sorority was established on August 23, 2003. The members agreed to become a "mattress" for the MDUP, specifically the MDUP Committee. The members will pitch in to help find young ladies...it is easier for them to do it because they are former MDUP contestants and can influence young ladies to develop an interest in becoming a MDUP contestant.*

1. Consists of President, Vice President, Secretary, Treasurer, and former MDUP contestants.
2. Officers work closely with the SPD in recruiting young ladies and are involved with Fundraiser events.
3. Officers and members will jump in to help with duties if needed at the SPD's request.
4. Officers will help with keeping a history of MDUP until the SPD finds a Historian.
5. Officers will help establish Dry Runs for Miss Deaf Utah to prepare for MDAP.
6. Dry Runs (two dry runs) -- first must be 4 months prior to the MDAP and second dry run must be one month prior to the MDAP.
7. Officers will send out invitations to specific groups and individuals to attend the first Dry Run and plan on "open to public" for the 2nd Dry Run.
8. The MDUP Sorority as a whole will prepare the Dry Run events, should work closely with MDU's chaperone and SPD.
9. Coordinates the recruitment committee (contestant coordinator, hospitality coordinator, coordinator of chaperones) (coordinator of chaperones shall have a committee of her own with people from various areas of the state)

## **Recruiting Contestants**

1. MDUP Sorority Officers will contact members of the MDUP Sorority to help find young ladies who are interested in the pageant, starting 3 months after Miss Deaf Utah enters the Miss Deaf America Pageant.

2. MDUP Sorority members will also recruit former contestants to become part of the MDUP Committee if the SPD is having a hard time finding volunteers to help with the MDUP Committee.

Here's another very important thing that needs an early start, finding the young ladies who will be contestants in your state pageant. You will need to do a lot of publicity on this one because this pageant should be open to any eligible young woman from anywhere in Utah. If you can, get a copy of the Spring Reference issue of the American Annals of the Deaf (sold by Gallaudet University), because it lists all residential schools for the deaf, mainstream programs, oral schools, etc. in the United States. Here are some ideas on how to find your contestants:

- A. Advertise and/or write about your state pageant in the UAD Bulletin newsletter.
- B. Send out a similar news release to all other publications for and of the deaf around your state.
- C. Draw up posters and flyers and send them along with information on eligibility rules to all high schools for the deaf, high schools and colleges with deaf/hard of hearing programs in your state.
- D. Request that the information be posted where all female students will be able to see it.
- E. Send a copy of your news release to these schools/colleges for publication in their own newsletter.
- F. You can also visit these schools/colleges and speak to the girls.
- G. Members of your committee can help if there are that many places to go.
- H. Arrange your state winner to make appearances at schools, colleges, clubs for the deaf, other organizations and socials.
- I. Pass around flyers and posters to friends and leaders among the deaf community and have them post this information on bulletin boards at clubs and other places where young ladies are usually seen.
- J. Ask around for a list of recommendations and contact them to arrange a meeting at a restaurant or their home to talk about the pageant. Once you have got the information passed around, you can get interested young ladies together for meetings where they can learn more about the pageant and about the national finals.
- K. Just talk about the pageant. It is important that you generate a lot of attention and interest in your state pageant and have a young lady enter the national finals. Try to reach out as much as possible and give all those young women the opportunity to be involved.

### **Future Contestants**

1. Have met all eligibility requirements including residing in State of Utah for one year.
2. If not meet the eligible requirements; she is encouraged to participate on the MDUP committee if she wishes.

3. If she used to live in Utah before moving away, then returning back to Utah may be eligible to enter as a MDUP contestant.

### **Miss Deaf Utah Pageant**

#### **Eligibility Requirements for MDUP Contestants**

1. Single.
2. Never have been married.
3. Never have borne a child.
4. United States citizen.
5. Resident of Utah for at least 1 year.
6. Never been convicted of a misdemeanor or felony.
7. Between the ages of 18 and 27 by the first official day of the national finals (MDAP).
8. Hearing loss must meet the requirements of a 65-decibel or more hearing loss in both ears.

#### **Letter to Dear Young Deaf Women in Utah Dear Young Deaf Women in Utah**

Dear Young Deaf Women of Utah,

The Miss Deaf Utah Pageant is open to young Deaf women from the state of Utah representing their hometowns. The pageant offers these women the opportunity to:

- ~~✍~~ Develop personality
- ~~✍~~ Develop self-confidence
- ~~✍~~ Develop poise
- ~~✍~~ Display talents
- ~~✍~~ Share their opinions
- ~~✍~~ Share ambitions
- ~~✍~~ Educational rewards in the form of scholarships
- ~~✍~~ A chance to enter the Miss Deaf America Pageant
- ~~✍~~ Develop a sense of responsibility
- ~~✍~~ Develop self-esteem
- ~~✍~~ Develop leadership
- ~~✍~~ Develop managerial abilities
- ~~✍~~ Bring out positive feelings of self-growth
- ~~✍~~ Everyone turns out a winner!
- ~~✍~~ Share world interests
- ~~✍~~ Share awareness of deaf culture and concerns

Eligibility Requirements:

- ~~✍~~ Single
- ~~✍~~ Never have been married
- ~~✍~~ Never have borne a child

- ✍ United States citizen
- ✍ Resident of Utah for at least 1 year
- ✍ Never been convicted of a misdemeanor or felony
- ✍ Between the ages of 18 and 27 by the first official day of the national finals
- ✍ Hearing loss must meet the requirements of a 65-decibel or more hearing loss in both ears

A Pageant contestant usually represents an organization (deaf or hearing) or a business. A sponsor also may be a school or college that has a deaf program, a business, a private club (Lions, Quota, Frat Divisions, etc.), parents, friends, etc. The sponsor is responsible for the contestant's entry fee.

Miss Deaf Utah has a wonderful opportunity to be a role model for the Deaf Community. Not only will you discover new challenges, you will learn more about yourself and become an important role model and great leader for the young Deaf and Hard of Hearing youth. You will be able to express your talent and portray your belief as a young intelligent woman of tomorrow.

It's a fun way to get to know other lovely talented young ladies as well as learn valuable skills in presentation, poise, and building a positive image. Become a role model to young deaf girls all over Utah!

The Miss Deaf Utah Pageant as well as the Miss Deaf America Pageant is judged on:

- ✍ Private interview
- ✍ Presentation
- ✍ Talent
- ✍ Evening gowns
- ✍ Stage interviews

Miss Deaf Utah will represent the Utah Association for the Deaf at public events, ceremonies, presentations, etc., for two years. She will be a role model for young deaf people in Utah. She also will participate in the Miss Deaf America Pageant during the biennial National Association of the Deaf Convention held on even-numbered years. The Miss Deaf America Pageant in July 2004 will be held in Kansas City, Missouri. The winner of the Miss Deaf America Pageant will represent the National Association of the Deaf for two years.

Chaperones help the ladies by being responsible for their scheduled agendas and seeing that they are given support during the pageants.

The Pageant is a non-profit event that is hosted, organized, executed and produced by Utah Association for the Deaf members working on a volunteer basis. Their willingness to devote time and effort for this event stems from a strong belief and faith in the deaf and hard of hearing youth of Utah. The MDUP usually takes place during biennial UAD conferences in odd-numbered years.

The Miss Deaf Utah Pageant is not just a beauty contest. Rather, the Pageant is an event in which young deaf women of Utah can display their intelligence, talent, personality, poise, and self-confidence in their quest for the Miss Deaf Utah title. Above all, the Pageant is a fine, dignified, and beautiful way to encourage young deaf women to become leaders of tomorrow!

For more information or an application form, please contact:

Shirley Snow, MDUP State Director  
21 West 2750 South  
Bountiful, Utah 84010-6418  
(801) 299-1552 TTY  
shirley@uad.org Email

### MDUP Contestant Application (2003)



#### MISS DEAF UTAH PAGEANT APPLICATION FORM

(Please print or type)

Your Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Cause of Deafness: \_\_\_\_\_

Full Address: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

High School Attended: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College Attended: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Hobbies and Interests: \_\_\_\_\_

Future Ambition or Career Plans: \_\_\_\_\_

Type of Talent or Career Plans: \_\_\_\_\_

Type of Talent You Will Perform: \_\_\_\_\_

Enclose 3 Things With This Form: (your checklist)

\_\_\_\_\_ Portrait (Color - 5 X 7)

\_\_\_\_\_ Audiogram

\_\_\_\_\_ \$75.00 Application Fee

Mail to: Shirley Snow, MDUP State Director

21 West 2750 South

Bountiful, Utah 84010-6418

Entry Deadline: TBD by MDUP State Director

Applicant's Signature: \_\_\_\_\_

**MDUP Contestant Contract (2003) - to be signed by all MDUP contestants**

### **MDUP Score sheet (2003)**

Scoring for Each Competition Category:

Private Interview	30%
Business Attire/Platform Presentation	35%
Talent	15%
Evening Gown/On Stage Interview	<u>20%</u>
	100%

The above example shows platform presentation category as the most important with 35%, followed by the private interview category with 30%, evening gown category with 20%, and talent with 15%. The percentages of all 4 competitions total 100%. Whatever score the contestant gets in each category will be multiplied to the “weight” percentage.

### **WHAT IF THERE IS A TIE?**

If two contestants end up having the same highest score after all points in all competitions have been totaled on the official score sheet, here's how to break the tie:

Look at the first listed competition on the official score sheet (private interview) which should be the very first performance of the contestants. Check the private interview scores of both these contestants tied for the crown. The one who has the higher score in that first competition is the winner. If both of these contestants have the same score in that first competition, look at the next competition listed on the official score sheet, and check which of the two contestants have the higher score, then again the one with the higher score in that second competition is the winner. Keep going across the list of competitions until you come upon one of these two contestants with a higher score.

Scoring with “Weights”

- 0 - poor
- 7.5 - below average
- 15 - average

- 22.5 - above average
- 30 - outstanding

During the private interview competition, each judge will circle a number according to how the judge rates a contestant in each category. After the judges have completed scoring the ballots, they hand the sheets over to the point counter. The point counter totals the numbers circled on the ballot sheet. In Example "B", circled numbers are  $15+15+22.5+22.5=75.0$  which is the total score. The point counter puts the total score on the ballot sheet, initials the sheet, and hands it over to the head point counter.

The head point counter now has the official ballot sheet with the total score 75.0. The head point counter will now add the total score (75.0) to the appropriate "weight number" for private interview competition (see next page for information on "weight numbers") and then place this new total on an official score sheet. The "weight number" for the private interview competition is 30%, which has been converted to 30. The head point counter will add the total score (75.0) to the appropriate "weight number" for private interview (30) and the new total score comes out  $75.0 + 30 = 105$ . This new total goes on the official score sheet.

### **Miss Deaf Utah Runner-ups and Contestants**

1. Are encouraged to participate in UAD events and MDUP Fundraiser events.
2. Are encouraged to participate in Dry Runs, to help Miss Deaf Utah with change of wardrobes, or anything needed.
3. Work very closely with MDUP Sorority officers in any way needed.

**Miss Deaf Utah Contract (2003)** - *to be signed by the new Miss Deaf Utah immediately after the Pageant*



### **Miss Deaf Utah Contract**

1. Miss Deaf Utah shall assume her role as the representative for the Utah Association for the Deaf (UAD) immediately after she is crowned and will carry out her duties until the next Pageant in 2005.
2. Miss Deaf Utah shall provide her own attire and talent costumes if asked to make a special appearance. She shall provide her own transportation for all appearances and events within reasonable limits.
3. Miss Deaf Utah shall keep her line of communication open with the MDUP State Director and/or MDUP Appearance Scheduler on a daily basis or as agreed between the two parties. If she is unable to work with the MDUP State Director, she shall contact the MDUP Advisor to resolve the situation. She shall inform the MDUP State Director and/or MDUP Appearance Scheduler of her schedule at least one month in advance.

4. Miss Deaf Utah shall make every effort to attend all events held by the MDUP organization and UAD. She will ensure her availability on a last minute's notice if deemed necessary.
5. Miss Deaf Utah shall not make any public appearances, give any public statements to media, including but not limited to newspapers, radios, etc. without the approval of the MDUP State Director or UAD Board.
6. Miss Deaf Utah shall maintain high standards and exemplary conduct.
7. Miss Deaf Utah shall accept full responsibility to represent the Utah Association for the Deaf. She will work closely with the MDUP State Director and the UAD Board.
8. If Miss Deaf Utah becomes pregnant or becomes engaged, or does not carry out her duties up to and including the next MDUP pageant, she will immediately relinquish the title to the next runner-up. She will give up her crown, trophy and sash that go with the Miss Deaf Utah title. She will reimburse in full all fees paid towards the Miss Deaf America Pageant competition unless such fees were not yet paid.
9. Miss Deaf Utah agrees to indemnify, defend and hold harmless the UAD and MDUP, its agents, officers, and employees, from all claims, actions, and suits, including court costs, attorney fees, other expenses arising out of the negligent acts or omissions of Miss Deaf Utah.
10. Miss Deaf Utah shall not make any changes (additions, deletions, and insertions) to this contract.

**Signatures**

Miss Deaf Utah

Name (print): \_\_\_\_\_

signature: \_\_\_\_\_

date: \_\_\_\_\_

Miss Deaf Utah Pageant State Director

name (print): \_\_\_\_\_

signature: \_\_\_\_\_

date: \_\_\_\_\_

Utah Association for the Deaf President

name (print): \_\_\_\_\_

signature: \_\_\_\_\_

date: \_\_\_\_\_

**Miss Deaf Utah**

The winner of MDUP during the two years reign must serve the beginning of the pageant to the next MDU Pageant (two years). Miss Deaf Utah is responsible to perform for the next two years:

1. Write monthly articles for UAD Bulletin in relating to her platform presentation, traveling experiences, thoughts, point of interest to the public within the state and national level.

2. Accept appearances -- she will receive notices in 2 weeks advance but depends on activities or situations-- she will accept last minute within 24 to 48 hours notices (*i.e. needing to be at Legislator's session, or any special event relating to Deaf Public Relations.*)
3. Make monthly appearance at UAD Board Meetings -- will do different activities at UAD President's request.
4. Must attend all MDUP Fund-raiser events.
5. Maintain her moral standards on a high level.
6. Provide her own wardrobes unless otherwise noted (*i.e. finding a sponsor to help with wardrobes etc*)
7. Comply with the contract she signed the night she was crowned as Miss Deaf Utah and being a contestant to Miss Deaf America Pageant.

Responsible to share her general schedule (classes, vacations, holidays, meetings, etc.) with the MDUP Advisor so the MDUP Advisor can schedule her appearances without any conflicts.

### **Guidelines for Miss Deaf Utah's Chaperone to MDAP**

1. The MDU Chaperone is selected by the SPD. If this is a problem, the UAD Board shall make the selection.
2. The SPD shall work closely with the Chaperone and train her in her duties to work with MDU to prepare for the MDAP.
3. The Chaperone will be responsible to accompany MDU to all of her appearances during her reign. If the Chaperone is unable to attend an appearance, the SPD or SPC will take her place.
4. The Chaperone should know how to hand sew and make emergency repairs and how to handle stress during the MDAP.
5. The Chaperone cannot be related to Miss Deaf Utah.



### **Contract of Agreement for Filming/Video-taping/Digital filming/Still-life photos**

It is agreed that the organization who invited Miss Deaf Utah for any special presentation including platform speech, talent, and/or interactions with any target groups is welcome to make a photograph, videotape, and the likes.

It is also agreed that the organization is prohibited from selling such materials for monetary gain.

Such materials for archives, history, and the likes are acceptable.

If the organization is dissolved, all such materials should be turned over to the Miss Deaf Utah Pageant and the Utah Association for the Deaf, Inc.

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Signed by the organization that invited MDU

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MDU Appearance Scheduler or UAD President or MDUP State Director