**DIRECTOR’S CHECKLIST**

**Registration/General Office:**

Schedules

Contestant Numbers

Photogenic Stickers

Photogenic Sheet Protectors

Photogenic Binder or Expended File Folder

T-shirts

Bags or Large Envelopes

Change for Registration

Cash Bag or Cash Box

Ink Pens

Stapler/Staples

3 - Hole Punchers

Sticky Notes

Sharpies/Markers

Highlighters

Paper Clips

Binder Clips

Calculator

Scissors (Several Pairs)

Office Tape

Packing Tape

Box Cutters

Ziplock Bags

Rubber bands

Extra USB Flash Drive for Emergency Transfer of Information

Computer (of course)

Printer

Signs for Stations (Table Signs)

 Welcome and/or Line Starts Here

 Wait Here

 Photogenic Entries

 Talent Entries

 Self-Addressed Envelope

 Ticket Prices

 Volunteer Service

 Academic Achievement

 Referrals

Sign Holders (extras)

Additional Large Signs

 Interview

 Orientation

 Rehearsals

 Optional Competition

 Jr. Division Finale

 Sr. Division Finale

 Or Pageant Finale

 Schedule

 Pajama Party

Goodie Bags (optional)

Tickets for Pageant

Tickets for Workshop

Program Books

Extra Contestant Check List for Staff

Talent CD Collection Bin

Folders/Binders for Talent Introductions

Score Return Collection Large Envelope

Extension Cords

Power Strips

Photography Order Forms

Video Order Forms

Blank CDs

Regular Mailing Envelopes

Large Envelopes

Large Trash Bags

Trash Bins (ask hotel for these)

**Orientation**:

Reserved Seating Signs for Queens

Reserved Seating Signs for Parents

Orientation Notes

Orientation Music

**Opening Number Rehearsals**:

Opening Number Music

Portable Radio (optional)

Tape for Spiking Floor

**Optional Competitions:**

Backstage Assistants

Contestant Line-Ups

Optional Scripts

Rolling Racks for Dressing Rooms

**Gown Competition/Optional Awards:**

Backstage Assistants

Gown Competition Scripts

Large Index Cards for Visiting Queens Introduction

Trophies/Medals

**Personal Introduction/Interview:**

Timer

Tape for Marking Floor

**Finale Show:**

Ticket Seller

Ticket Taker

Backstage Assistants

Finale Show Script (Jr. Division)

Finale Show Script (Sr. Division)

Finale Show Music

Large Index Cards for Visiting Queens Introduction

Reserved Seating Signs for Visiting Queens/Royalty Moms

Crowns

Trophies/Medals

Sashes

International Handbooks with State Contracts

Checks for Cash Awards

Other Gifts

**Judging/Auditing Information:**

Rolling Bag for Official Judge’s Information

Ink Pens for Judges

Extra Calculator

Extra Paper Clips

Extra Stapler/Staples

Supply of Colored Paper

Sticky Notes

Mints for Judges

Water for Judges

Gifts for Judges

Judge’s Binders

Judge’s Acknowledgements

Judge’s Orientation Information

Judge’s Schedules

Judge’s Bio Request

Spokesmodel Scoresheets

Commercial Scoresheets

Casual Wear Scoresheets

Talent Scoresheets

Photogenic Scoresheets

Mini-Optional Scoresheets

Overall Pageant Scoresheets

Just Stunning Overall Auditing Sheet

Auditor’s Binder

Computer Auditing Program

Manual Auditing Sheets for Back-Up

Announcement Sheets for Optional Awards (during Gown Competition) – Print 2 Extras

Announcement Sheets for Jr. Division Overall Winners - Print 2 Extras

Announcement Sheets for Sr. Division Overall Winners - Print 2 Extras