



MISS USA ORGANIZATION

DIRECTORS' PDF CHECKLIST

As an official Director in the Miss USA Pageant system, there are a number of documents and other formal deliverables which we need you to supply to ensure that your fulfillments are met. Here you will find the full checklist of documents which are needed. Use this PDF as a guide to keep track of what you've submitted and what is still outstanding.

When submitting your Directors' documents, please be sure to label your files as follows:

"STATE.DirectorFirstName.LastName.DocumentTitle". Example:
"ALABAMA.Jenn.Voss.EmployersLiabilityInsurance".

For Titleholder Documents, please label them as follows:

"STATE.TitleholderFirstName.LastName.DocumentTitle". Example:
"NEVADA.Sydney.Sweeney.BirthCertificate".

******For 2022 State Pageants held after May 31, 2022, this information is due within 5 days following your pageant.******

Document	Due By	Complete
Employee/ Agent Signed Confidentiality/ Non-Competition Agreement-	Immediately	
Jovani Logo Website Placement	By May 15	
Social Media Icon Update	By May 31	
Pageant Information Form	Within 5 Days Following State Pageant	
Commercial General Liability Insurance	Within 10 Days Following State Pageant	
Commercial Automobile Liability Insurance	Within 10 Days Following State Pageant	
Workers' Compensation Insurance	Within 10 Days Following State Pageant	
Employer's Liability Insurance	Within 10 Days Following State Pageant	
Excess or Umbrella Liability Insurance	Within 10 Days Following State Pageant	
Media Liability Insurance (Errors & Omissions)	Within 10 Days Following State Pageant	
Miss Titleholder Birth Certificate	Within 20 Days Following State Pageant	
Teen Titleholder Birth Certificate	Within 20 Days Following State Pageant	
Miss Titleholder Signed Miss USA Pageant Contestant's Entry Form/ Contract	Within 20 Days Following State Pageant	
Teen titleholder signed Miss Teen USA Pageant Contestant's Entry Form/ Contract	Within 20 Days Following State Pageant	
Miss Citizenship Document (i.e voter registration card)	Within 20 Days Following State Pageant	
Teen Citizenship Document (i.e voter registration card)	Within 20 Days Following State Pageant	

Miss Titleholder Residency document(s)	Within 20 Days Following State Pageant	
Teen Titleholder Residency document(s)	Within 20 Days Following State Pageant	
Miss Titleholder valid U.S Passport	Within 20 Days Following State Pageant	
Teen Titleholder valid U.S. Passport	Within 20 Days Following State Pageant	
Franchise Payment	Within 30 Days After Your Pageant	
Directors' Survery	Pageant Week Before Finals	
New Website Launch	By November 30	

For more information and links to submit, visit:

<https://missusa.com/directors-checklist/>