



1101 West Elm Street, El Dorado, AR 71730

Phone 870-814-5374

Email: booking@missarkansasot.org

APPEARANCE REQUEST FORM

Appearance Date Requested: _____

CONTACT INFORMATION:	HOW DO WE CONTACT YOU? (Print or Type please)
Today's date:	
Person Making event request:	
Your Area Code & Phone number:	
Cell phone Number:	
Alternate Phone number:	
Sponsoring Organization:	
Your email address:	
Your Fax number:	

	APPEARANCE DETAILS	YOUR EVENT DETAILS (Print or type your details)
1	Appearance date requested:	
2	Event Appearance time request	
	Arrival time:	
	Event start time:	
	Event end time:	
3	Type of Appearance Event:	Check ONLY one below
	Speak:	
	Perform:	
	Speak & Perform	
	Other:	
4	Type Apparel:	Check ONLY one below
	Casual:	
	Dressy:	
	Other:	
5	Appearance Category: (See below and check the one that applies to your sponsoring organization)	Check ONLY one below
	Local MAOT Pageant:	
	School:	
	Civic/Charitable:	
	Commercial:	
6	Location: Your event Location (Write or type your details)	
	Address to be entered in GPS	
7	Person Miss Arkansas' Outstanding Teen is to report to:	
	Person's cell phone number:	
8	Location Miss Arkansas' Outstanding Teen is to report to:	
9	Special Instruction or Remarks:	

	COST: The costs are addressed below in the guidelines	
	Billing Address: (street, P.O. Box, please detail)	
	City , State, Zip Code	



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Appearance Management Guidelines

Bookings, Appearance Fee and Payments

Throughout the year, Miss Arkansas' Outstanding Teen will be booked for various public appearances. The fee schedule for these appearances is as follows:

Sponsoring Organization Type	Appearance= 2 hour Block	
Local MAOT pageant appearance (one night)	\$50	
Local MAOT pageant appearance (Two night)	\$100	
School Appearance (per presentation and/or School)	\$50	
Churches/Charitable Organizations (Per appearance)	\$50	
Civic Organization	\$50 up to 2 hours	
	\$125 2- 4 hours	
Commercial Appearances	\$50 up to 2 hours	
	\$125 2 - 4 hours	
	\$175 4-6 hours	
Out of State	To Be Determined	

Helpful Hints: When completing the appearance request form discuss the appearance in detail. Some items listed below may be helpful.

- *Please inform the Appearance Manager of the start time and arrival time (they may be different times). Please do not schedule arrival time more than 15 minutes before the event begins unless you discuss at the time of booking.
- *Give Person making the booking: name, email, mobile phone number.
- *Sponsoring Organization Name, billing contact, address, city, state, zip code, Phone
- *Person's name Miss Arkansas' Outstanding Teen is to report to. Hopefully this is the person she will be with throughout the event to insure that she is at the right place at the right time. Give this person's cell phone number in case of emergency.
- *Give the event location building name, street address, city, state, zip code to be loaded in GPS for exact directions.
- *If a parade please provide car, driver and Miss Arkansas' Outstanding Teen car signs
- *Your appearance is considered tentative until you receive a contract and invoice.
- *Remarks/special Instructions
- *When all the details are considered final by the Miss Arkansas' Outstanding Teen Appearance Manager you will receive a contract.
- *Party booking Miss Arkansas' Outstanding Teen must acknowledge receipt of this contract
- * Download a copy, print and return a copy with Payment to:
Miss Arkansas Outstanding Teen Pageant, 1101 West Elm Street, El Dorado, AR 71730
- *All fees are due within five (5) working days from date of appearance. Prepayment at an earlier date is encouraged.
- *Cancellation of booking needs to be received not less than (48) forty-eight hours in advance.
- *A signed copy can be scanned and emailed to: booking@missarkansasot.org

I acknowledge receipt of this contract. If there are changes in the contract at any time you must notify the appearance manager. I understand this event is not final until I received verification from the Business office the event is booked.

SIGNATURE

DATE

_____ Booked

_____ Not Booked

Final Booking by _____