

MISS NEW YORK SCHOLARSHIP PROGRAM

How to book the reigning Miss New York:

- Booking requests, either via email or by phone, should be received as far in advance as possible to the booking date. Bookings will be handled on a first come basis.
- Miss New York is only allowed to make appearances at Miss America Organization local and state pageants – no other pageant systems will be booked.
- Miss New York may not make appearances past 10:00pm.
- Upon appearance approval, you will receive a statement of expenses to be paid in advance.
- Cancellation of an engagement **MUST** be made writing at least one month prior to the event. If cancelled less than one month prior to the scheduled event, the booking fee must be paid.
- Please let the business manager know if you need a bio and picture for publicity purposes and one will be send to you.

How to use Miss New York during your event:

- **Miss New York** has her own lovely wardrobe suitable for every type of appearance and carries a supply of autograph cards.
- One press conference, to be approved by business manager, can be scheduled for **Miss New York** and will not be considered a part of her working schedule. If appropriate, we encourage you to involve the press in her appearance.
- **Miss New York** can spend **no more than four hours** on public appearances per booking and must be allowed sufficient time to keep herself well-groomed and fresh. Short appearances throughout the entire day are not permitted. Either the morning, afternoon, or evening must be left free for her personal privacy and rest. If additional time is required for any appearance, a fee of \$50 per hour will be charged.

- **Miss New York** will not be permitted to make any appearances that are not listed on the itinerary.
- **Miss New York** may not appear at any group or group function that is not identifiable with the dignity and prestige of Miss America.
- **Miss New York** shall not endorse or sponsor merchandise or products that are in conflict with her national or state sponsors.

How to pay for Miss New York:

You will receive an itemized statement from the Miss New York booking office that must be paid **before** the appearance of Miss New York. It will be based on the following:

- Booking Fee \$20
- Fee Schedule

Non profit organization	\$200
Social or civic event	\$200
Commercial Business	\$500

An additional \$50.00 per hour will be charged for any time over four hours.

There is a \$150.00 appearance fee for Miss New York to attended any MAO local.

- Estimated Mileage at \$.51 per mile
- Miscellaneous expenses - Including meals, lodging, and transportation. All lodging must be in a local hotel/motel. Lodging in homes is not allowed. The booking party should make arrangements for meals and lodging. Please contact the office before making hotel arrangements.

* **Checks to be made out to the Miss New York Scholarship Program**

Please complete all information below and email to linda@missny.org

Name of organization requesting appearance of Miss New York

Appearance Date: _____

Contact Person: _____

Address: _____

Email address: _____

Telephone: office: _____ home: _____

Emergency contact name and number during appearance:

Description of sponsoring group and purpose of event:

Miss New York should go to (include address & phone number)

Miss New York should arrive: (date & time) _____

Miss New York will be met by: (name, title, & number)

Miss New York will complete her appearance: (date & time)

Person assisting Miss New York during appearance

Miss New York

Any planned press conferences, TV, radio appearances? Yes No

How many and details, if applicable: _____

Lodging for Miss New York and her traveling companion, if required: (name, address, & phone number of lodging facility)

Appearance itinerary (please complete in detail)

Event Start Time _____

Event End Time _____

Event Address _____

Event phone _____

Expected audience size _____

What will Miss New York be expected to do: Speak Sing Sign Autographs

Other: _____

*****Total Appearance time is limited to 4 hours*****

Please sign or type your name below agreeing to the terms above. We reserved the right to cancel any appearance should this form not be received by the Business Manager at least five working days prior to the scheduled event.

Signed: _____