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Introduction Letter

May 2011

To: State Executive Directors,

As we celebrate our 90th Anniversary of the Miss America Organization, it is essential that the integrity of our judging process continues to be the cornerstone of our organization and the benchmark in our industry. 

In our continuing effort to provide clear communications of MAO policies, MAO’s judging information is now organized in a comprehensive Judges Manual. While there are no changes to the judges rules or procedures, this manual serves as a complete reference and training guide for the Miss America judging process and will assist you in the orientation of judges prior to your competition.

The Miss America local and state competitions are the most important components of the Miss America Organization. The titleholders selected to represent each state organization in the National Finals characterize the values and integrity which embody the role of Miss America today. The instructions included in this manual will assist you as you educate your judges for selecting the young woman who possesses the necessary qualifications to fulfill the demanding role of a local and state spokesperson and future Miss America.

As you know, this process begins with the formation of your judging panel which should be a diverse group of individuals from a variety of backgrounds. Assembling a panel with various backgrounds enhances the selection process and ensures that the assessment of the qualifications is applicable to the job description for your state and local titleholders.

The Miss America Scholarship Program is a unique pageant system that is directly linked to the four points of the crown that represent the goals inherent in attaining the Miss America title – Style, Scholarship, Success and Service. Since all competitions within the MAO program are actual preliminaries to crowning Miss America – the outstanding young woman who represents and becomes the ambassador of the entire organization – it is important that your titleholder’s job description mirrors that of Miss America’s job description.

The following Judges Manual will assist you as you share the qualities of the Miss America program and the importance of selecting the right person for the titleholder role. Even though the Miss America Organization does NOT “certify” judges, this manual serves as a reference for the planning and presentation of the judging materials at your Judges Orientation, as well as, preparing and training your local organizations.

We appreciate your commitment to the Miss America Organization and wish you continued success. We are available to help with any additional support you need.

Sincerely,

Marc Angeli  
Director of Field Marketing

Kirk Ryder  
Director of Field Marketing
National Overview

- The Miss America Organization is the world’s largest provider of scholarship assistance for young women and over $45 million in scholarship assistance was made available this past year through our state and local organizations.
- 2011 celebrates the 90th year of Miss America. Miss America started in 1921 by businessmen in Atlantic City as a way of extending the summer season.
- Today’s Miss America Organization is a not for profit organization dedicated to empowering young women to achieve their personal, professional and educational goals.
- Miss America is proud of its heritage and an enormous opportunity for some of the most intelligent, outgoing, multi-faceted and accomplished women today.
- The Miss America Organization provides young women an opportunity to further their personal and professional goals and instills a spirit of community service through a variety of unique national and community based programs.
- The young women who compete in the Miss America system are intelligent, articulate, highly motivated, caring, talented, ambitious and hard working. They are passionate about their platform issues and are major contributors to public service. They exemplify leadership skills, strength of character and spirit – they touch lives.
- The dedicated young women who compete for the coveted Miss America title donate more than 500,000 hours each year to make Miss America one of the largest community service organizations in the country.
- Previous Miss America titleholders have gone on to accomplish great things in all aspects of their lives from business to family and community, and they embody everything MAO represents.
- After Miss America is selected she embarks on a year-long national speaking tour. As the national spokesperson and advocate, Miss America travels the country addressing diverse audiences, increasing awareness and promoting the national and her personal platform.
Assembling your judging panel should begin as soon as the new pageant year commences since the vetting and actual confirmation of judges availability can take several months to complete.

Panel Diversity

A judges’ panel is comprised of at least five (5) and no more than seven (7) judges and the diversity of your panel is very important. For example, selecting those mostly trained in dance, theater and the arts could produce a subjective outcome, but assembling a mixed group with varied backgrounds will enhance the selection process and ensure the judges’ assessment of a contestant’s qualifications are applicable to the job description for your state and local titleholders.

Consider the male to female ratio in addition to a panel diverse in industry experience/expertise, for example fields of: beauty, fitness, interview, arts, entertainment, education, fashion, business, state/local leadership, etc.

Conflicts of Interest

One of the cornerstones of our organization which must remain infallible is the integrity of our judging system. Conflicts of interest cannot be tolerated which is why it is important that the judges are properly vetted. In addition to being familiar with the “Judges Eligibility Rules” on pages 7 and 8, be sure to also safeguard against anything that someone may “perceive” as a conflict of interest. It is paramount that everyone does their due diligence when selecting, vetting and approving judges at the local and state levels.

Confirming Judges

The Resource Portal at maoproperties.com under the “Judging” tab lists the state pageant judges from each state’s program book for the year specified. It is recommended that State Executive Directors are contacted directly to gain insight about the person you are considering to determine if they are a good fit for your organization.

MAO also recommends that State Executive Directors are contacted when considering a judge who resides in their “home” state. This is important for all potential judges outside of your state and essential for persons who previously volunteered for other state organizations, no matter where they reside. It is important that they are in good standing with their “home” or previous state organization in order to judge in the MAO system.

Once a judge is confirmed, send a “Thank You” letter, a copy of the MAO Judges Affidavit listed on pages 9 and 10 and the MAO Judges Eligibility Rules on pages 7 and 8 for them to review and confirm they can perform the duties objectively and they are free from any conflicts of interest. If your complete list of contestants is still pending, notify them that you will forward it to them as soon as it is available. Until they receive the complete list of contestants, they can at least confirm that there are no conflicts of interest at that time. You should only send a complete list of contestants, no partial lists.

Also be sure to forward the Schedule of Events and Judges Orientation Agenda to your judges when available. It is also recommended that you identify a backup judge in case of a last minute schedule conflict or family emergency.

MAO State Requirement

At least ninety (90) days before your state pageant, complete and forward the “State Judges List” signed by the State Executive Director to the National Office at fieldops@missamerica.org. The Judges List is found on the MAO Resource Portal under the “Judging” tab. If the national office recognizes a possible conflict of interest, you have adequate time to establish a replacement judge.
Judges Checklist

Along with obtaining their bio and headshot for your program book, the judges are required to review the Judges Eligibility Rules and sign the Judges Affidavit confirming they can perform their duties and are free from any conflicts of interest as described.

A checklist is provided on page 11 which outlines items that your judges may need to review prior to the orientation meeting. Organizing the items for the judges in a binder with page tabs that define each contestant and/or title for easy reference will assist your judges in their preparation. The judges should receive the contestant information at least three (3) weeks in advance of the competition. Follow-up with each judge to confirm they received this confidential information.

You can find the best representative for your organization when your judges take their job seriously. Your preparation of the judges’ information to ensure that they have everything needed to adequately prepare before arriving at your pageant will help establish a focused judges' panel.

Judges Arrival

Plan to have a pageant official meet your judges as they arrive and be sure they can locate their destination hotel and accommodations. If a breakfast or lunch is planned prior to the orientation, remind them of the location and time. Make it a warm welcome.

When introducing your judges to each other, be sure to make them aware of each other’s backgrounds and inform each of them what it was about them that prompted their selection to judge your pageant.

Judges Introduction to Contestants

If the opportunity is available, it is helpful to have the Judges Chairperson introduce the judges’ panel to your contestants. This introduction demystifies the judges for the contestants and puts your contestants more at ease before the competition begins. This brief meeting is not to introduce the contestants to the judges, but a chance for the contestants to hear a little about the judges’ backgrounds with a brief statement from each judge.

Judges Chairperson’s Job Description

It is recommended that a person other than the Executive Director serve as the Judges Chairperson for the state and local organizations. The Judges Chair should have a pleasing personality, but not an overpowering disposition. The Chair must have a thorough understanding of the MAO judging policies and procedures and capable of "guiding" the judges through the process, not judging. They also must be able to secure the judges for your pageant and follow through on all judging activities, including meals and social activities. Be sure your auditors are also included in the judges’ activities.
1. The judge’s panel should consist of five (5) to seven (7) individuals. At least one of these individuals should be a “novice” judge. “Novice” is defined as anyone who has never judged a local or state pageant within the Miss America system.

2. Judges may judge up to 2 state pageants and 4 local pageants in any given “pageant year.” This is not “Calendar year.” Locals are defined by the number of local contestants sent to any state pageant. Therefore, if an individual judges a dual or double pageant in one state which crowns two (2) winners and a dual or double pageant in another state which crowns two (2) winners, that judge has judged the four (4) local pageants. It is defined as the number of contestants sent to a state pageant.

3. Individuals, their company/business, spouse, domestic partner or significant other, who in any way benefit, financially or otherwise, from working with contestants or the organization are barred from judging. This means that a pageant coach, pageant vocal coach, hairdresser, retailer, makeup artist, fitness trainer, wardrobe specialist, interview coach, choreographer, or any other profession which works directly with contestants, may not judge. This also means that a person who works with any contestants may not judge any other contestants, not just the ones with whom they work.

4. Individuals who are related to contestants through blood relation, by marriage, through business contacts (including with contestants’ families), or social contacts (including with contestants’ families) may not judge that/those contestant(s).

5. State Board Members may not judge locals within the state they serve. We do recognize that some states have rules in place that require the state organization to place judges on first year local pageants. In those cases, the judges placed on those local judge’s panels may not have direct contact with contestants during the state competition.

6. Relatives of state/local board members may not judge the state/local pageant for which the relative serves as a board member. One should also use discretion in using any person, which could compromise or appear to compromise the integrity of the judging process. This would include such relations as business associates, social relationships, etc.

7. Parents and other relatives of a contestant may not judge any pageants. Parents/relatives of a contestant at the local level may not judge local pageants in the state in which the contestant is competing. Parents/relatives of a contestant competing in a state pageant may not judge local or state pageants in any state, regardless of the state in which the contestant is competing.

8. Former contestants and their family members, whether from a local, state, or national Miss America Pageant or a pageant similar in nature to the Miss America Pageant, and regardless if they won one of said pageants, cannot judge until a minimum of three (3) years after they have stopped competing and may never judge any contestant with whom they have competed. “Stopped Competing” is defined as either “ages out”, gets married, won a state title, or otherwise can no longer compete in the Miss America Program. Additionally, using a woman of competition age, even though she may have never competed in the Miss America system, may prove to be a problem if she elects to compete in the program once she has judged. Judges who may be potential contestants, including MAOT titleholders, MAOT contestants and their family members, are not allowed to judge in any level of the Miss America program until the criteria set forth above is met.
9. A judge may not judge a contestant whom they judged in any other pageant.

10. Judges who are related by blood or marriage, romantically involved, business associates, or roommates may not serve on the same judging panel. The reason is that we cannot give the impression that two judges may collude on the panel because of their close relationship.

11. While it is not a violation of the rules to use a person from another pageant system, except in the event the person serves, has served, or plans to serve as an official, key position, partner, sponsor, employee, spokesperson or titleholder, we request that discretion be used and our judging process is not used in any way, to promote another pageant system.

12. Judges may not judge the same pageant two consecutive years. This applies to both local and state pageants.

13. State organizations may not use two individuals from the same state organization in the same year. In addition, state organizations may not use two individuals from the same state organization two consecutive years. At the local level, two individuals from the same local organization may judge another local in the same year, but no members of a local board may judge the same local two consecutive years.

14. Sponsors, partners and contributors (financial or in-kind), as well as their employees and family members are barred from judging.

15. State organizations may have rules regarding local judging which are more restrictive than the rules mentioned above. In addition to the MAO Judges Eligibility Rules, please be aware that the state organization makes final determination on additional rules regarding judging for its locals. If you have questions regarding the interpretation of these rules as they apply to local pageants, please contact your state pageant office for clarification.
JUDGES AFFIDAVIT
STATE/LOCAL COMPETITIONS

Name: __________________________ Street Address: __________________________

Occupation: __________________________ Title/Position: __________________________ Company: __________________________

Phone: __________________________ Fax: __________________________ E-mail: __________________________

1. I have received and read the Judges Eligibility Rules (Rules for Judges) and confirm that I meet the eligibility to participate as a judge.

2. I agree to serve as an unpaid Volunteer Judge in the finals of the Miss ______________________ Program, to be held on ________________ in ________________________________, ___________.

3. I affirm that I, my company/business, spouse, domestic partner or significant other, have not and will not provide for profit or otherwise (compensated or uncompensated) any product or service directly or indirectly to any potential or actual contestant in any Miss America competitions other than in the normal routine duties as an official of the pageant organization.

4. I also attest that, including this competition, I have not judged more than four (4) Local Competitions and no more than two (2) State Competitions this year. (Double or Dual Pageants count as two competitions in the same year. Holdovers count for the next competition year.)

5. I acknowledge that I have been provided with and understand the judging criteria and methods of scoring for the competition. I will, to the best of my ability, objectively apply the judging criteria. In performing my duties as a judge, I will not permit geography, race, religion, age, type of talent, or choice of platform of a contestant to interfere with my objective application of the judging and scoring criteria.

6. I understand that I have been/will be provided with information about each participant in the competition that I will judge and score. I will review the information and disclose any Conflicts of Interest which may or will likely not permit me to objectively judge any participant.

7. “Conflicts of Interest" for this purpose shall include: any facts or circumstances which would from the common sense standpoint of a member of the general public be perceived as compromising the ability of a judge to objectively perform his or her duties; and specifically, any relationship or interest of a judge, the employer, the business or the family of a judge, with a participant in the competition, the family of a participant, or the local or state organization from which the participant in the competition has been a part.

8. I have not judged any of the contestants in any other previous pageant, including MAOT or any other program/system.

9. I will perform my duties in a dignified and professional manner which is appropriate and sensitive to the feelings and impressions of the women who are participating and I will maintain an environment to the end that each and every contestant receives a fair, objective and unbiased opportunity to compete.
10. I will maintain the confidentiality of the information entrusted or known by me by virtue of my position as a judge regardless of the source of the information (i.e. contestants, pageant personnel or any other person). I will not allow, under any circumstances, any person to exert or try to exert any influence upon me in my capacity as a judge. If anyone should attempt to influence me, then I, as part of my fiduciary responsibility, agree to immediately disclose such attempted influence to the Field Operations office of the Miss America Organization (1-800-282-6477) as soon as it is practical.

11. (If applicable) In the interests of maintaining the actual and perceived objective integrity of the judging and scoring system, listed below (or attached) are, to the best of my knowledge, any facts of circumstances which may constitute a Conflict of Interest or may be perceived as a Conflict of Interest. I request a prompt review of these disclosures to advise me if they may be perceived as Conflicts of Interest.

12. Disclosure: 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

If I am found to be in violation of any portion of this affidavit, I understand and agree that I will be prohibited from judging at any level of the Miss America Organization’s Competition System.

Signed: ____________________________ Date: ________________

Printed Name: ____________________________

Origination: Judges Affidavit - 2 of 2
## Judges Checklist

**Items Forwarded to Judges At Least Three (3) Weeks Prior to Competition**

<table>
<thead>
<tr>
<th>Check</th>
<th>Item</th>
<th>Details</th>
<th>Date Sent</th>
<th>Date Receipt Confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thank You Letter&lt;br&gt;(send immediately after confirming to ensure no conflicts of interest – pending contestant list)</td>
<td>Confirm commitment, copy of Judges Affidavit &amp; Judges Eligibility Rules for initial review</td>
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<tr>
<td></td>
<td>Judges Affidavit</td>
<td>To be read, signed and returned</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Judges Eligibility Rules</td>
<td>Included as “Conflicts of Interest” reference</td>
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<tr>
<td></td>
<td>Judges Book (Contestant Info)</td>
<td>Includes contestant:&lt;br&gt;• Platform Statement&lt;br&gt;• Resume&lt;br&gt;• Photo (optional)&lt;br&gt;• State Titleholder Job Description&lt;br&gt;• On Stage Grouping&lt;br&gt;• Scoring Values</td>
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<td></td>
<td>Full Judges List with Contact Info</td>
<td>List of addresses, phone numbers and email information for all Judges</td>
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<tr>
<td></td>
<td>Judges Orientation Agenda</td>
<td>Organized and precise agenda for the orientation meeting</td>
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<tr>
<td></td>
<td>Judges Activities Schedule</td>
<td>Complete schedule for the judges that includes contact information for the Judges Chair and Judges Committee Members</td>
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<tr>
<td></td>
<td>List of Planned Social Events</td>
<td>List of social events that could include dinners, galas, etc. to assist with wardrobe planning</td>
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<td></td>
<td>Accommodations</td>
<td>Includes contact information and directions for hotel/lodging facility</td>
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<td></td>
<td>List of Pageant Covered Expenses and List of Personal Expenses</td>
<td>List of all expenses: Organization covered and potential personal</td>
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</tbody>
</table>
The “Code of Conduct” below is used by MAO at the National Finals to ensure and maintain the integrity of the judging process. State and Local Organizations may use this format to create and personalize a “Code of Conduct” pertinent to your organization for distribution to those individuals who have contact with the judges during the competition.

Sample Document
MAO Code of Conduct
For Persons in Contact with Judges
(Judges have their own forms)

ANYONE INVOLVED WITH THE COMPETITION WHO HAS CONTACT, OTHER THAN INCIDENTAL CONTACT, WITH THE JUDGES IS REQUIRED TO SIGN. THOROUGHLY REVIEW, SIGN AND RETURN TO THE ORGANIZATION PRIOR TO THE START OF COMPETITION

1. As a part of the due diligence of prospective judges, the Judges Committee, Staff, Television Partners, Production (Television and Theater) Staff, etc. should take every effort to ensure the selected judges for the competition do not have any issues which may impact the integrity of or the appearance of integrity in the judging process. If I become aware of such issues, I will inform the Ethics Committee immediately of this matter. All matters of this type will be documented and concluded by the Ethics Committee in minutes, and these minutes will include the results of discussions and conclusions reached.

I fully understand that anything which could impact the integrity or the appearance of integrity with the judging process includes any contact with the judges prior to their arrival to the competition and throughout the competition. Any issue which is deemed to significantly impact the integrity or impact the appearance of the integrity of the judging process can result in the disqualification of the judge.

2. I have reviewed the Judges Eligibility Rules and Judges Protocol. To the best of my ability, I will ensure that each judge complies with the provisions listed in these statements. Any compliance deviations by the judges from the provisions listed in the Judges Eligibility Rules and Judges Protocol of which I become aware will be immediately reported to the Ethics Committee.

3. I will ensure no guidance regarding the criterion for selection of Miss (State/Local) will be provided to the judges other than the official guidance provided by the State/Local Organization during the Judges’ orientation sessions and any such deviations of which I become aware will be immediately reported to the Ethics Committee.

4. Discussions with the judges, regarding matters facing the Local, State or Miss America Organization (i.e. the policies, procedures and organizational structure) are not appropriate and as such, I will not engage in such discussions and will immediately report to the Ethics Committee any such discussion of which I become aware.

5. Discussions with the judges, regarding matters facing the Production (Television and/or Theater), the wishes of Producers of such (Television and/or Theater), information received during any non-competition production elements with the contestants, and “goals” of such production are strictly prohibited. The judging process must be based upon the scoring of the competition, whether a Single or Multi-Night, without outside influence or “directional” comments which may influence the outcome of the pageant. I will not engage in such discussions and will immediately report to the Ethics Committee any such discussion of which I become aware.
6. The Judges shall not be in view of, nor speak to the contestants outside of the judging process, unless in the normal course of scheduled events, such as initial introductions and as such. I will immediately report to the Ethics Committee any interactions between the judge and a contestant outside of the judging process or in the normal course of scheduled events.

ADDITIONAL REPRESENTATIONS, ONLY FOR MEMBERS OF THE JUDGES COMMITTEE:

7. I will ensure that the chairperson of the judges committee, or designee, will be present at all times when judges are given instructions. During these instructional sessions with the judges, I will ensure that the only guidance provided will be scripted to conform to Miss America Guidelines.

8. I will ensure that a member of the Judges Committee and/or the Auditors will be present at all meetings among the judges (including any social or informal sessions).

9. I will help ensure that the judges do not discuss the contestants or their scores with one another or anyone else during the judging process.

10. I understand the matters discussed herein, and as contained in the Judges’ Certification/Conflict of Interest Statements and will abide by these principles during pageant week.

Signed: ________________________________ Date: ________________

Printed Name: ________________________________
# 2011 State Judges List

**State:** ___________  
**Executive Director:** ______________________

(Please Check One) Multi-Night Competition _______ or Single Night Competition _______

**State Pageant Dates:**
- First night of competition date: ___________
- Last night of competition date: ___________
- Total number of days: ___________
- Total number of contestants: ___________

List below the name, title, company, state representation and contact information for each judge. Please also indicate novice judges by marking with an asterisk (*).

For judge’s rules, refer to Attachment B of the State Organization Agreement which includes the Rules for Judges and the Judges Affidavit.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title, Company, Organization, etc.</th>
<th>Address City, State, Zip</th>
<th>State Affiliation</th>
<th>Primary Phone Contact</th>
<th>Email Address</th>
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</table>

I have contacted the Executive Director of each State Organization affiliated with the judges list above. Each judge on the panel is in good standing with their State Organization, and there are no conflicts of interest to report.

____________________________________________  ____________________________
State Executive Director Signature  Date

Please Submit Completed Form to the Field Department at Least 90 Days Prior to Your State Pageant
Miss America Organization, 222 New Road, Suite 700, Linwood, NJ 08221, Attn: Field Department or email fieldops@missamerica.org
The Orientation Room should be conducive to the presentation of the judging materials and the facilitation of open discussion. Consider your options within the appointed room and plan accordingly. Will you need a podium and microphone, projector, DVD player, internet access, etc?

Make the judges feel welcome. When introducing their background and achievements, remember to tell the Judges why they were selected to find the best representative for your organization.

Play the Miss America Judging Video dated 12/2007 hosted by Rick Brinkley, National Judges Consultant. A copy of the video’s script is included on page 28 for you to use as notes and to help address any questions that your judges may have.

Since the video does not discuss the dropping of the high and low scores and the Composite Scoring, it is important that you thoroughly address these areas with your judges. The MAO Judging Clips with Rick Brinkley, Video #2 does discuss Composite Scoring and can also be shown.

Orientation Agenda

A couple months before the pageant, the agenda for your judges meetings should be lined up and your auditors should receive copies. The auditors serve as a “check and balance” to ensure that everything planned to be discussed during the judges meetings are actually addressed.

Sample Judges Orientation Agendas are provided along with the necessary judging documents as guides and easy reference handouts. In order to not overwhelm the judges of multi-night pageants by conducting the complete Orientation for the entire pageant week in one meeting, it is recommended that the Judges Orientation be divided over the course of the week.

For example at the National Competition:

- The first orientation includes; general information, scoring, titleholder job description, private interview since the interviews begin the next day and a meeting with Miss America to hear about her duties and responsibilities during her year

- The next orientation takes place when the private interviews are complete and focuses on the on-stage competition

- After the preliminary night competitions are complete, the last orientation focuses on the final night competition, Miss America’s job description and composite scoring
Judging Protocol

- Electronic devices must be turned off during all phases of competition
- Judges are not permitted to attend rehearsals or leave the theater during the competition
- Do not talk, laugh or applaud while contestants are competing on-stage – be mindful that a judge is not a member of the audience
- Judges may applaud production numbers, guest introductions and contestants as a group, but not individually
- Conversations at the judges table should be extremely limited, as you are in full view of the audience
- Observe all contestants and mark your score sheet directly after each one finishes
- Remember, contestants are not competing against each other
- Give the last contestant the same attention and consideration as the first contestant
- Do not score easier or more difficult as the competition continues
- If you make a change or erasure on your score sheet, you must initial it before handing it in
- Do not share your scoring with anyone or compare scores
- Judges and all associated with the judging process cannot discuss the contestants among themselves nor with anyone else during the competitions, any social gatherings or planned events
- Do not discuss anything that transpired during the judging process with anyone during or after the competition has ended
- All requests from contestants or anyone else for advice on how to improve must be declined as the entire process is and remains confidential
- All contestant paperwork in a judge’s possession must be disposed in a manner which will protect the confidentiality of the judging process and the contestant’s privacy
Judges Welcome Meeting and Orientation
Sample Agenda 1

- Greeting and Introductions  
  Judges Committee Chair

- Welcome  
  State Executive Director

- Overview of Miss America Organization  
  State Executive Director

- Judging Protocol  
  Judges Committee Chair
  1. Protocol in Judging Box/Social Activities
  2. Judges Rules
  3. Judges Affidavit

- State Titleholder Job Description  
  State Executive Director
  1. Critical Duties & Responsibilities
  2. Qualities and Attributes

- The Judging Process  
  Judges Committee Chair/Auditor
  1. Review of On-Stage Competition Categories
  2. Criteria & Scoring for Each Category
    a. Talent
    b. Evening Wear
    c. Lifestyle & Fitness in Swimsuit
    d. On-Stage Question
  3. Electronic & Paper Scoring
  4. Contestants Information
  5. Judges Working Schedule

- The Private Interview Competition (Off-Stage)  
  Judges Committee Chair/Auditor
  1. Interview Schedule
  2. Interview Protocol
  3. Explanation of the “Mock Interview”
  4. Timing and Format for Judging
  5. Criteria for Scoring/Score Sheets
  6. Use of Resumes and Platforms
  7. Developing the Private Interview Questions
  8. How to Handle Difficult Situations

- Auditor Process  
  Judges Committee Chair/Auditor
  1. Overview of Auditor’s Role
  2. Auditor Protocol
  3. Scoring Validation Tools

- Questions and Answers  
  All
Judges Welcome Meeting and Orientation
Sample Agenda 2

- Greeting and Introductions
  Judges Chair

- Welcome
  Executive Director

- Security
  Security/ED

- The Judging Process and Miss America Job Description
  Judges Chair/ED
  - Miss America in Perspective and History, how the contestants got here, Miss America’s job description, Importance she plays with people who meet her
  - Critical Job Responsibilities of Miss America – Job Description
  - Qualities and Attributes of the woman to be Miss America

- The Scoring Mechanics of Electronic and Paper Scoring
  Auditors
  - Go over scoring devices and how the score sheets work

- Confidentiality Agreement, Management of Contestant’s
  Auditors/Judges Chair
  - Information, Judges’ Working Schedule; Logistics,
    Affidavits, work sheets, schedule, & transportation

- Judging Protocol – No talking, no discussions, etc.
  Auditors & Judges Chair

- The Private Interview Competition
  Judges Chair
  - Timing and Format for Judging
  - Criteria for Scoring – Score Sheets
  - Use of Resumes and Platforms
  - Developing questions which illicit information necessary to assess qualities, attributed, and the skills necessary to do the job of Miss America – Examine all elements of the job description
  - How to handle difficult situations

- Conducting the Private Interview – schedules, logistics, protocol and
  Judges Chair
  explanation of the Mock Interview to be held prior to the first interview

- Questions and Answers
Judges Orientation Meeting

Judges’ Meeting with Contestants
Sample Agenda 3

- Greetings and Introductions
  Executive Director

- Introduction of Judges to Contestants
  Judges Chair
  (After each judge is introduced, he/she should make a short, generalized personal comment to the contestants)

- Staging of Modeling Competitions: Evening Wear/Swimsuit
  Producer/Choreographer

On-Stage Competition Orientation
Sample Agenda 4

- Greetings and Introductions
  Judges Chair

- Production Format for Preliminary Competitions
  Judges Chair

- On-Stage Competitions
  Judges Chair
  1. Use of Worksheets, etc.
  2. Time and Space for Judging (with Auditor E&Y Rep)
  3. Criteria and Scoring:
     - On-Stage Question – Criteria for Scoring/Judging video Script
     - Lifestyle and Fitness in Swimsuit – Criteria for Scoring/Judging Video Script
     - Evening Wear – Criteria for Scoring/Judging video Script
     - Talent – Criteria for Scoring/Judging Video Script

- Electronic and Paper Mechanics of Scoring
  Auditors

- Protocol in the Judges Box
  Judges Chair

Final Night Competition Orientation
Sample Agenda 5

- Titleholder Job Description (thorough review)
  Judges Chair/Executive Director

- Composite Scoring
  Judges Chair/Auditor

- Semi-Finalist “Top 10” Discussion

- Final Night Scoring

- Top 5 Ranking

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In addition to the “Judges Orientation Facilitator’s Guide” and the script for the Miss America Organization Judging Video with Rick Brinkley, National Judges Consultant included in this section, please refer to these other tools available:

- MAO Resource Portal “Judges” tab at www.maoproperties.com
- Miss America Judging Video with Rick Brinkley 12/2007 - 18 mins, DVD available from State Org. or MAO
- Miss America Judging Video Clips with Rick Brinkley 6/29/2009. Posted on the Resource Portal and also available as a DVD from State Org. or MAO. Titles include:
  
  **Judging Information**
  - Clip #1 MAO Code of Conduct and Judges List – approx. 11 mins
  - Clip #2 Changes in the Contestant Discussion (Semi-Finalist Composite Scoring) – approx. 15 mins
  - Clip #3 Judging Orientation - approx. 15 mins
  - Clip #5 Avoiding Controversy (Social Networking Sites) - approx. 14 mins

  **Contestant Information**
  - Clip #4 MAO Judges Feedback - approx. 15 mins

**Judges Orientation Facilitator’s Guide**

Thank you for making the commitment to ensure the integrity of your program by providing your panel of judges the best Judge’s Orientation possible. The Miss America Organization makes this judges orientation material possible. This is just one of the many benefits MAO provides our Local and State Organizations.

This Facilitator’s Guide along with its accompanying video are designed to allow you to conduct your Judge’s Orientation with uniformity with other Local and State Pageants. However, it is also designed to allow you the flexibility to modify the specifics of the Judge’s Orientation to fit your precise needs.

Prior to conducting the orientation, please take the time to preview the accompanying MAO Judging Video. The tape runs approximately 18 minutes in its entirety and divided into two sections.

**Section 1:** Discusses the job responsibilities of a titleholder and allows you to provide detailed information on your titleholder’s job description

**Section 2:** Discusses the scoring system and the phases of competition

**Creating a Job Description**

Prior to meeting with the panel of judges, you should meet with all relevant pageant officials and the current titleholder, if applicable, and write a job description. As you discuss the job responsibilities, make a list of appearances she is already scheduled to make as well as appearances you are attempting to work out. List all partnerships.

Partnerships include any organizations (both profit and non-profit) with which your organization is associated, including Chambers of Commerce, School Programs, Charities, Associations, Churches, etc. Once you have made this list, look at each individual listing and write down the audiences she will have to serve. It is important that you speak with traveling companions, hostesses, etc. While the Executive Director and/or Business Manager may know the actual bookings, those who travel or appear with the titleholder may have a better handle on who is in the audience at these events.
Once you have established the complete list of appearances, partnerships, and audiences, you then must make a list of all of her responsibilities at these appearances. Will she need to perform her talent? Will she need to create a program and how long will it need to last? Will there need to be more than one program for the different audiences she may have to serve? Will there need to be more than one program for the different audiences she may have to serve?

How often will she be expected to make these appearances? Will she be compensated for these appearances? Will she have to book her own appearances or does she have a business manager? Is she expected to take time away from school and/or may she have other outside employment? Will she be expected to travel alone or with a traveling companion on her appearances? Will a car and/or housing be provided for her? Will she be expected to pick up the tab of her own travel costs?

When the job description as it relates to your contestant’s appearances is complete, you should look at the job description as it relates to your specific program. What qualities and attributes are necessary for your specific titleholder? Is the ability to make the appearances more or less important than her success at the next level of competition? If success at the next level of competition is critical, then your panel of judges must have a copy of the job description at the next level.

Also, take into consideration your program’s needs. Will this titleholder have to meet with potential sponsor or scholarship contributors? Will she assist in building your program on a personal level or will she merely need to prepare for the next level of competition.

You must be realistic in your approach to writing this job description and your expectations of your titleholder. You cannot expect a contestant to take a year off from school, make a small number of unpaid appearances, not allow her to hold a paying job, and expect her to pay her bills and be at your beck and call. You would not want your daughter to be treated that way and neither should you have these unrealistic expectations of your titleholder.

Type a thorough job description and make enough copies for each of your judges to have a copy. Also, if you have any media clippings or scrapbooks from your previous titleholder’s year, allow the judges to see them in order to get a better handle on the job that lies ahead for the woman they select.

**Judges Video Section One:**

Once the panel of judges arrives for your pageant, welcome them. You should introduce each judge and verbally give a short paragraph on why each judge has been asked to serve on the panel, in addition to a brief overview of their credentials. When the time is appropriate show section one of the Miss America Judging DVD. At the end of section one, present your job description and be prepared to discuss it fully.

Your judges should place the job description inside their judge’s books as a constant reminder of the young woman they are expected to select.

You may not discuss any contestants with the panel of judges. The judges have signed an affidavit that they will contact the Miss America Office if they feel they have been influenced in any way. The affidavit provides the judges with the appropriate phone number to report any inappropriate behavior.

Once the job description has been presented to the judges and they have had all of their questions answered, please push play on the DVD and begin the second section of the DVD.
Judges Orientation Tools

Judges Video Section Two:

This section of the video deals with the scoring system and the phases of competition. Have copies of all ballots available so that the judges may familiarize themselves with them. Following this section, please show the judges the interview room and allow them time to discuss the issues related to the interview phase of competition.

Private Interview

The primary focus of this discussion portion is for you and the panel of judges to organize yourselves on the way in which the Interview is going to take place. If the orientation does not take place in the Interview room, the judges should have ample time to familiarize themselves with the room and their surroundings. During this time also familiarize the panel and the timekeeper with one another. Allow the judges to feel comfortable with the way in which the time keeper will signal them. Do not allow the time keeper to dictate the way in which he or she should signal the judges. This should be at the discretion of the judging panel.

Prior to arriving at the orientation, decide who will serve as the Head Judge. This person should be experienced (not necessarily the most experienced) and capable of handling any issue which arises.

You should designate who will ask the first question and which judge will wrap up the Interview. Typically, the judges rotate who will ask the first question of each contestant. The contestants may introduce themselves or a pageant official may introduce each contestant as she enters the interview room. Once she has been introduced, the judge assigned to ask the first question should begin. Once the first question is asked, it is typically open for all judges to be able to ask questions.

Once the time for questioning has elapsed, the head judge will tell the contestant her time is up and will usually introduce the optional 30 second closing by stating: “Our time is up, is there anything we have not discussed that you feel is important for us to know?” Please remind the judges that this is optional at the contestant’s discretion. There is no such thing as a “penalty” for not using the closing statement. If the contestant feels the Interview went well and there is nothing left to discuss, she may simply decline to make a closing statement and leave the Interview.

Mock Interview

Many pageants will allow the judges to participate in a mock interview with the current titleholder. This provides the judges the opportunity to work out any bugs in the process before interviewing the first contestant. If you elect to do a mock interview, please run the Interview just like you will all of the other interviews. This also allows you to see if there are any corrections that need to be made in your orientation.

Interview Questions

The primary focus of this discussion section is to establish the kinds of questions which will elicit the information needed to assess whether or not the young woman has the skills necessary to perform the job requirements. Allow the judges to discuss these issues. However, do not allow any one judge to “dictate” the way in which the interviews are supposed to transpire. This discussion is designed to allow the judges to glean tips from one another on how to conduct interviews which will benefit everyone involved.

Those who have been around the judging system for many years are familiar with the term “high gain” question. This term means that the judges should not ask questions which will elicit a one word or short sentence response. Instead of asking “What do you think the role of Miss America is in the United States?” which could produce answers like “To provide role models” or “To provide young women scholarship money”, you may want to ask,
“Explain to me the difference the Miss America Pageant can make in this country and why?” That question will more than likely generate more information from the contestant.

Below are lists of the types of questions which can be asked by the panel:

**Behavioral:** Remember, past behavior is an indicator of future behavior. How did you handle it when...?

**Situational:** Give the contestants a situation and ask them how they would handle it.

**Role Play Questions:** “Pretend we’re a third grade class. What would you tell us about your platform?” (Pay close attention to how she handles the material with children. Most contestants ignore your question and tell you what they want you to know)

**Credential Questions:** Does she have any and, if she lists them, is it the truth?

**Experience Questions:** What did you learn from...?

**Opinion Questions:** Is it valid, well-reasoned, and defendable?

**Off the Wall Questions:** Does she think well on her feet?

**Difficult Interviews**

You should also ask the judges to share with one another how to handle difficult interviews. Allow them to share the way in which they have handled interviews in which contestants answered with a continuous stream of one word answers (this is best handled by rephrasing a question to include “Share with me the steps that you must go through to...,” anything which forces the contestant to give more than one word answers); what to do if a contestant refuses to answer questions and only gives the information she wants you to know (“I’m sorry; I must not have made myself clear. What I wanted to know was...”); how to handle interviews in which you know the contestant is not telling the truth or exaggerating (“I want to make sure I understand you correctly. Are you saying...?”). It is also good to ask the judges a very open-ended question like “What have you seen take place during an interview in regard to the judges panel that you really liked or really didn’t like the way the judges handled a situation?”

**Judging Etiquette**

This is also the time to cover judging etiquette. Make sure all judges know that all cell phone and pagers must be turned off. While it is common sense, you would be surprised at the number of times a judge’s or timekeeper’s cell phone rings during the middle of the interview. Also cover the way in which you expect the judges to behave when in public. Make sure the judges know if parents and/or contestants will be anywhere the judges may be, including meals, as well as hotels. Please inform the judges that any discussion of a contestant’s performance, in any category, and/or the scores which the individual judges gave them is inappropriate. Remind them of the way in which they will be viewed by the audience and that conversations at the judges’ table should be limited. There should also be discretion used in the way in which judges mingle with audience members, parents, etc. They should not applaud for any contestant. However, they may choose as a panel (not as individuals) to applaud production numbers, introduction of guests, and the contestants as a group.

Once this section of the DVD has been discussed by the judges, it is important for the judges to share with one another their personal knowledge of the Talent phase of competition. Allow an expert in the field of dance, voice, baton, instrumental, or other talent category to share with the other judges what they would encourage them to look for when judging that phase of competition. Allow the judges to learn from one another. However, remind them that once the competition starts they cannot share their views on this information. You must also cover the production numbers and tell the judges what the contestants have been told to do. Sometimes on the first night, one or two judges may have a problem with the way the contestants have been instructed to walk, dance, or model in production numbers. Go over the staging and choreography that the contestants have been instructed to do, so that the contestants will not be penalized if a judge does not like it.
Contestant Qualities & Attributes

Review again the list of qualities and attributes that are required of your titleholder. A general list includes:

- Beautiful
- Well-spoken
- Intelligent
- Talented
- Able to Relate to Young People
- Reflective of women her age (She should not be a 35 year-old trapped inside a 20 year-old body)
- Charismatic
- Dynamic/Energetic – That “IT” quality that is so hard to define
- Mature enough to handle the job and all of its responsibilities
- Comfortable “in her own skin”
- Manageable
- Punctual
- Flexible

You should also remind the judges of the serious events which have transpired with some of your titleholders. Some titleholders have been faced with handling teenage girls asking them to help inform their parents that they are pregnant, being confronted by someone who despises the Miss America Organization, having inappropriate comments made to them, or having the maturity to visit with those who are terminally ill.

It can be wise to end the orientation by asking each judge to share what he/she believes the panel should be looking for during the judging process. Write down the key words they discuss. This allows you to discover if a judge is off base and still allows you time to correct it (“That’s true, that is important; but, remember she must possess all of the qualities we have discussed such as...”). Review these key words with the panel one more time.

Please revisit and discuss the scoring process with the judges and MAKE SURE THEY UNDERSTAND THE FINAL BALLOT.

Because this DVD is primarily used by local pageants, there is no discussion of Composite Scoring in order to eliminate any confusion.

Composite scoring is required of all Multi-Night Pageants.

Composite Scoring

After the preliminary competitions and before the final night competition of a multi-night pageant, each judge must assign each of the final night finalists with a composite score.

In states with more than 30 local titleholders, the organization may choose to have the judges assign composite scores to the Top 15 contestants and the 10 contestants with the highest composite scores advance to the final night of competition.
COMPOSITE SCORING AND FINAL NIGHT SCORING
ARE SCORED ON A SCALE OF 6 – 10

When composite scoring is conducted, the judges and the auditors should be in a room with plenty of space for the judges to spread out their books and notes. The Judge’s Chair should once again review the Job Description as well as the Qualities and Attributes of the titleholder. He/she should also adequately explain what is about to happen. Once it starts, there should be no discussion.

The Auditor or Judge’s Chair will give the name of the first contestant in the Top 10/Top15 (the Semi-Finalist’s names should be in the order in which they will be announced on-stage during the Final Night of competition. If the on-stage order is not yet available from production, the names must be presented to the judges in a random order). The Semi-Finalists may not be presented to the judges in the preliminary competition order in which they competed, by group or by point totals. The judges have 1 minute to silently review any notes they have taken. Then they must ask themselves “Now that I have seen this contestant in all phases of competition, does she possess the skills, qualities, and attributes to be this titleholder?”

Each judge must then assign that contestant a score of 6 – 10 (with 6 being the lowest and 10 the highest). Once all of the composite score sheets have been collected for the first contestant, then the second contestant’s name is announced. This process repeats itself until a composite score has been assigned to each of the finalists. The judges should understand that the percentage value of the composite score carries forward into the final night competition.

Multi-Night State Pageants may, at their discretion, conduct a structured judges’ review of the semi-finalists competing in the final night competition. The rules for this structured discussion are detailed on page 46 under “Semi-Finalist Discussion” and MUST BE FOLLOWED IN THEIR ENTIRETY. Please read the materials on this discussion directly to the judges from the instructions.

Final Ballot

Once the composite scoring and the Judges’ Review of the Semi-finalists are complete for Multi-Night Pageants or during the initial judges’ orientation for Single Night pageants (both Local and State), you MUST explain how the Final Ballot will work during the final night of competition. You must also review this with your Auditors. After the final On-Stage Competition of the final night of all pageants (Single and Multi-Night), the auditors will determine the five contestants with the highest total points. The contestants’ names, numbers, and titles (if appropriate) will then be indicated at the bottom of the Final Ballot. Each judge is then to RANK the contestants in the order in which he/she believes the contestants should finish – from first place to fifth place. The points for each place are pre-set: 1\textsuperscript{st} place – 10 points; 2\textsuperscript{nd} place – 5 points; 3\textsuperscript{rd} place – 3 points, 4\textsuperscript{th} place – 2 points, and 5\textsuperscript{th} place – 1 point. The high and low scores for each contestant WILL NOT be dropped and all judges’ ballots will count.

The Final Ballot concept is designed to allow each judge to reflect on the job description, responsibilities, and necessary attributes of the titleholder he/she must select and then examine how each of the Top Five Contestants are able to meet those needs. The judge then places the names of the contestants IN ORDER FROM 1\textsuperscript{ST} THROUGH 5\textsuperscript{TH} on the Final Ballot.

Judges also need to be reminded that the Final Night On-Stage competitions are judged on a scale of 6 to 10, with each contestant’s high and low score discarded. Because of the Final Ballot, judges should award points in each phase of competition as the contestant deserves them. A judge cannot manipulate points to try to assure the outcome of the pageant. Once the Top Five contestants are named, all previous points are discarded. The final outcome of the pageant is based solely on the Final Ballot points. Judges must be instructed that any attempt to manipulate the outcome by placing contestants in an order not truly reflective of their beliefs (in an attempt to ensure that “his/her contestant” places higher) does and will result in an outcome that no one wants.
In most State Pageants, the Top Five Contestants are named on-stage and compete in a Top Five Interview Competition (please note, that this excludes state pageants with less than 10 to 12 contestants and ALL Local Pageants).

The judges need to be instructed how the Top Five Competition will be staged and the number of questions each contestant will be asked. Remind the judges that the Top Five Interview Competition is held to assist them in placing the names on the Final Ballot. It is NOT used to solely determine the outcome (they are not “judging” the Top Five Interview Competition). Please review how this is handled with the judges and the auditors at the same time.

In State Pageants with less than 10 to 12 contestants and in all Local competitions, the names of the Top Five contestants will be provided to the judges along with the Final Ballot. Each judge will place the names of the contestants on the Final Ballot as described above without a “Top Five Interview Competition.” The same rules apply regarding the pageant outcome, as it is based solely on this Top Five ranking and the high and low scores for each contestant ARE NOT dropped.

**Post Crowning Expectations**

Prior to the start of the final night competition, please review with the judges what will transpire immediately following the crowning, where they will go, who will escort them, etc.

If there is an event following the pageant, please instruct the judges who will be with them to protect them from overzealous contestants, parents and audience members who are filled with sincere questions. Please remind the judges that the affidavit signed earlier by them states they will not discuss anything that transpired during the judging process. This prevents them from responding to these questions. They should also be advised that there is the potential that they may receive E-mails and/or letters following the pageant requesting advice on how to improve. It is best that the judges simply reply with “I am sorry. I signed an affidavit which prevents me from discussing anything which took place during the judging process. Good luck with your pageant experience”.

If there is a critique of the winner following the pageant, it is recommended that the winner not be present during this process. The executive director or other designated pageant personnel should take notes and when the time is appropriate provide this information, in a positive manner, to help the contestant improve for the next level of competition.

All judges should be reminded that the Miss America experience should be a positive experience for all contestants regardless of where they finish in the competition.

The Contestant paperwork given to the judges should not include any references to personal information including Social Security numbers, telephone numbers, and/or addresses. Please insure that all contestant paperwork is handled properly and disposed of in a manner which will protect the contestants.

**Auditors**

While you may put out every effort to conduct an excellent Judges’ Orientation, it is just as important that the Auditors are also adequately orientated and familiar with the judging process.

Please make sure someone, prior to the pageant, reviews the auditor’s instructions with the Auditors. Pay careful attention to the rule regarding dropping the high and low scores for each contestant. Explain the importance of staying on top of the auditing process and to be continually subtotaling the scores in the appropriate columns. Many times we hear, “Our auditors have been doing this for years.” That may be true, but they may not be current on auditing changes or, worse yet, may have been doing it wrong for a number of years and you don’t even know it.
Encourage your Auditors to use the computer programs provided by MAO which enable computers to assist the Auditors in tabulating the scores.

Please advise your auditor’s of and review the “Sick Judge Procedure.” No one expects to implement this rule when they invite their judges. You, your Auditors, and your Head Judge need to be prepared, if this rule needs to be invoked.

If you are associated with a Local Pageant and you have any questions regarding the judging process, you must contact your State Pageant office for clarification. If you are with a State Pageant and have any questions regarding the judging process, please contact your State Executive Director before contacting the National Office’s Field Department. If it is an emergency the State ED knows how to contact the National Field Directors. If it is not an emergency, you may e-mail the National Office at fieldops@missamerica.org.

Special Notes:

Included with this Judges Manual are four Scoring Guides beginning on page 73 which can be copied and given to the judges to use during the competition. The Scoring Guides for “Composite Scoring” and “Final Night” Scoring can only be used for Multi-Night State Pageants.

Additional Notes:
Miss America Judging Video Script

1. Introduction

Thank you for agreeing to judge a Miss America Preliminary Pageant. Whether you’re judging at the local, state, or national level, your job is still the same – to find the one young woman who best represents the Miss America Organization and the women of her generation.

2. Miss America Overview

For those of you who are new to Miss America, the Miss America Program makes available more than $45 million dollars in cash and college scholarships to contestants at the local, state and national level in all 50 states, the District of Columbia, the US Virgin Islands and Puerto Rico. For over 90 years, the Miss America Program has been an American tradition – providing young women the opportunity to perform on-stage and to compete for scholarships which will enable them to achieve their educational goals and to obtain the life experience necessary to realize their personal and professional dreams.

3. Titleholder Qualities and Job Description

But, just as times have changed over the last nine decades, the Miss America pageant has changed to keep up with the times. Today, a local, state or national titleholder is a role model for her community, she is a leader to all she serves, she is beautiful, well-spoken, talented, able to relate to young people, charismatic, reflective of women her age, and mature enough to handle the job and all of its responsibilities. It is your job as a judge to select the one young woman who best represents all the qualities I have described.

But first, you must understand what takes place during the interview and the on-stage competitions is just the beginning. Once the winner is named, she will not only receive the crown and the scholarships, but she will also assume the job responsibilities that come with this title. It is important for you to fully understand the job description of the woman you are about to select. You must remember that she will be the face and the voice of the program you are judging. Everyone who sees her; hears her speak or watches her perform her talent during her year as a titleholder must be impressed by her. She will have the potential to work with pageant sponsors, local and state organizations, the press, politicians, children, schools and organizations which support her platform issue. And she must be well-spoken and have the ability to connect to every audience she serves. She must have all of the skills, the qualities and the attributes to do this job. But you must know what the job really is for the specific titleholder you are selecting.

So, please pause this tape and discuss with pageant officials the specific job responsibilities for this titleholder. If there are few job responsibilities at this level of competition, what are the job responsibilities at the next level of competition? These are all things you will need to discuss in order to be prepared to judge this competition.

4. Competition Scoring

Now that you understand the job you are about to fill, you need to know that the Miss America Organization provides you five areas of competition to help you find that young woman. Each area of competition has its own specific criteria for judging; however, all of them have a few things in common. You will judge each phase of competition on a scale of 1 to 10 and you can use whole numbers only. You can give a score of 7 or an 8, but not a 7.5. Each phase of competition will have its own score sheet. It is important that you sign the score sheet as it is handed to you and read it carefully. The score sheet will contain all of the information you need to know about that phase of competition.
After each contestant has competed in an area of competition, you must immediately assign her a score. It is important for you to establish for yourself right now, what is average for you – what should an average talent be or an average interview be like. If the contestant is below average, she can only receive a score of a 1, 2, or 3. If she is average, the score should be a 4, 5, or 6 – above average 7, 8, or 9 and a perfect score is a 10. Unfortunately, too many judges score too high and then end up hurting the good contestants. A good judge is decisive and awards each contestant the score she deserves. You must also remember that you must remain consistent in your scoring – what is average at the beginning of the competition must be average at the end of the competition. Do not become “easier” or “tougher” with your scores as the competition moves along.

It is important for you to understand that when I say you need to establish what is average for you – that means the contestants are not competing against each other, but against your standards. So, more than one contestant may receive the same score. You must place the score on the score sheet immediately after the contestant has completed that phase of competition. If you need to change a score, please draw a line through the original score and write the new score next to it. You must initial any changes on your score sheet. Please make sure you write clearly so the auditors can easily understand your scores.

In some pageants, awards may go to the contestant who scored the highest number of points in a specific phase of competition. Anytime an award is announced on stage the integrity of the entire program is put on the line. That is why it is critically important for you to award each contestant the score she deserves. Many times, judges become overwhelmed with a contestant in one phase of competition and award her more points than she deserves in other areas, which may cause a contestant to win a preliminary award she does not deserve – or worse yet, win a title that should go to another contestant.

5. Phases of Competition

You have been selected to judge this pageant, because the pageant believes that you are decisive, impartial, and understand the impact of the job you have before you. Now, let’s look at the phases of competition.

Prior to arriving at this orientation, you should have already received the contestant’s entry forms including paperwork regarding the issue she has chosen to address if she is selected as the winner. You should understand that this paperwork should be the foundation for the contestant’s interview. Study this paperwork and examine whether or not she has demonstrated any of the skills necessary to perform the job description of the winner. When looking at the platform statement, look at her commitment to the issue, what she has accomplished, how can the Miss America Organization benefit her platform AND how can her platform benefit the Miss America Organization. Be careful not to allow the platform to outweigh the contestant’s overall ability to perform the job requirements. Just because you believe the issue needs to be addressed, does not necessarily mean the contestant herself is the right person for this job. Remember, you are not selecting a platform, you are choosing a person to represent this program for an entire year.

Before the interviews begin pageant officials will designate a head judge. It will be the head judge’s responsibility in conjunction with pageant officials to determine who will ask the first question and who will be responsible for wrapping up the interview.

When an interview begins, your judges’ panel will sit at a table and the contestant will enter the room and stand at a podium. Once the contestant has been introduced, the judge assigned the role of asking the first question should begin. At the conclusion of the time for questioning, one of the judges will tell the contestant that her time is up and that the interview is over. The judge should say, “I’m sorry, our time is up. Is there anything you would like for us to know that we have not already covered?” If there’s anything she feels has not been covered, she will have 30 seconds to make a closing statement. This is her opportunity to make sure the judges know everything.
she wants them to know before she leaves the interview. However, if the contestant believes everything was already covered in the interview, she’s not required to make a closing statement and there’s no “so called” penalty for not using this time.

A. Interview Questions

As you are thinking about your questions for the interview, you must go back and remember the job description. Questions focusing on a specific answer probably are not going to help you find the right person to do the job. Look at the audiences and groups she is expected to serve and look at all of the job responsibilities. Your questions should push the contestant so you can determine if she has the skills to do the job if she wins this competition. No questions are off limits; however, don’t become too personal and always use good taste. Don’t hog the conversation. Make sure your questions are short enough that as many questions as possible can be asked. You should ask tough questions regarding her opinions, her experiences, and her knowledge. This is the contestant’s opportunity to show you that she can do this job. The interview should help you understand whether or not each contestant is charismatic enough, dynamic enough, mature enough, and intelligent enough to do the job described to you earlier.

1) Interview Scoring Considerations

Now that the first interview is over and before you place the score on the score sheet, ask yourself: what was your first impression when the contestant walked into the interview and what was your impression as soon as the contestant left the room? Those will be the first impressions that many who meet her will have when she is introduced to them and after she has met with them. You should assess how natural she is and whether or not she will be able to relate to her peers and the audiences and groups she will need to serve. She should have a strong ability to communicate as well as valid opinions – those opinions may not be the same as yours, but that’s not important. The question is whether or not her opinions are valid, well supported, and very well communicated. Examine her personality, personal appearance, attractiveness, and physical beauty. Determine whether or not she is a leader and has a sense of accomplishment and has the knowledge and commitment to her community that is needed in this job. Does she really understand her platform issue and how she benefits the Miss America Organization through her involvement? And, again, does she have the personality to pull off this job.

B. On-Stage Competitions

1) Talent

The one phase of competition which separates the Miss America Organization from other pageants is the talent competition. During this phase of the pageant you should look at whether or not this contestant has the true talent ability to represent this program for an entire year. Look at her talent presentation’s overall effect on you as a member of both the audience and the judge’s panel. You will see a variety of talents and it will be difficult for any one judge to be an “expert” in all fields of talent. But, as you are watching each contestant’s talent, remember the job description you were given earlier. If she is asked to perform her talent at her appearances, is she going to entertain the audience? Is she going to impress them and will you be proud that you were responsible for selecting this young woman to hold this position?
Keep in mind that these women are not usually professionals. Your general observations should include the contestant’s true talent ability. Look at the way in which the talent is executed, her technique, and stage presence. Many times judges ask which is more important, raw talent or entertainment value. The correct answer is that both are important. It becomes easier to award a contestant the points she deserves when the job description you were given earlier is considered. Please remember, we have asked the contestants to find talent selections which are more contemporary. That does not mean that an excellent talent which is a classic ballad or 100 year old aria should be penalized, but do not think a contestant is somehow less talented because you do not recognize the music.

2) **Eveningwear**

Eveningwear competition allows the judge to consider the contestants physical beauty, charisma and stage presence. When the contestant enters the stage, immediately assess your first impression of her. Is she going to be able to take control of a room by simply walking into it? Also consider the way she walks, her posture, and grace as well as her style and personality. You are not to consider the cost of the gown itself, but only consider the gown to the degree it helps the contestant present her total look. A titleholder at the local and state level must have the beauty and commanding presence to direct attention to her in a positive way when she meets with business, community, political and non-profit leaders. Take these issues into consideration when assigning a contestant’s score in this phase of competition.

3) **On-Stage Question**

In some pageants an on-stage question competition may take place during evening wear or it may stand alone. Once the contestant has answered her question, ask yourself what was your overall “first impression”? Did she communicate her opinions in a sincere way and at the same time connect to the audience? Examine her confidence and stage presence as well as her ability to answer the question in the time allotted. Before scoring this contestant, you must ask yourself “what is this contestant’s ability to be a spokesperson for the Miss America Organization?” Unfortunately, too many judges see the on-stage question as simply an extension of the interview. It is more than that. A contestant may be excellent in a small group situation, but may not be as charismatic and dynamic enough to fulfill the job responsibilities on a large stage and in front of an audience. Look to see if she can handle the pressure of being in front of a large crowd. Make sure she answers the question, but more importantly make sure people **want** to listen to her.

4) **Lifestyle and Fitness in Swimwear**

The longest-running tradition in the Miss America system is the Swimsuit Competition. It is without a doubt the most controversial of all of the competitions with many people wondering whether or not it exploits young women. It is the Miss America Organization’s belief that those who feel that way really don’t understand the competition itself. Regardless of what we may each believe about the role of the Miss America Organization’s titleholders, the American public has an expectation that she will be beautiful and physically fit. This is the same expectation they have for all of their celebrities, from music and film to sports, and Miss America is no exception. You must look at her physical beauty as well as her physical fitness. I believe we often sell the swimsuit competition short – many only consider the physical aspect of the competition. A titleholder will often times be put into situations in which she is not comfortable, because no matter how hard business managers and booking agents try to make sure they know everything about an appearance, many times the event changes after she arrives. How is she going to
handle that aspect of her job description? A beautiful and physically fit contestant who is nervous and shaking on stage may not be able to handle the job you are trying to fill. She must also have drive, energy, charisma, and a commanding presence. Remember, physical fitness is not about being the thinnest contestant. It is about being TRULY physically fit. The Miss America Organization is keenly aware that it has a responsibility to the young women it serves. We encourage you to make every effort to not reward contestants who are not physically fit with points they do not deserve.

The swimsuit competition is an American tradition of which we are very proud, but as an organization we need to make sure that it is judged as it was intended, by examining to see if she meets the public’s expectation of a titleholder and whether or not she is physically fit enough to handle the rigorous schedule of this job. Her stage presence, confidence, and charisma also help you to determine her ability to do the job that lies ahead.

6. Final Ballot

Once the competitions are over, the auditor will hand you what is called a Final Ballot, along with the names of the Top Five Finalists. Each judge must now rank the contestants in the order in which he or she believes they should finish in the competition. You should ask yourself, now that I have seen all of the contestants in all of the competitions, here is the order in which I believe they should finish. You then place the contestants in that order on the Final Ballot. A point value has already been assigned for each placement. All you will need to do is write down the contestants’ names in the order in which you believe they should finish. The outcome of the pageant is based solely on the scores from the Final Ballot. You must be decisive in your decision making as the auditors will be waiting for these Final Ballots to determine the outcome of the pageant. If you are judging a state pageant, they may announce the Top Five Finalists and have these contestants each answer a final question. This is merely a means for the judges to have one final look at each of the contestants and as an aid to help them judge, determining how he or she will place the contestants on the final ballot. The answer to the question is not what determines the outcome, but rather looking at everything that has transpired throughout the course of all of these competitions. The only consideration given in the final ballot is to place them in the order of their ability to hold the title you have been asked to select. The one contestant with all of the abilities should be placed first; the contestant with the second highest ability should be second and so forth. The final ballot helps ensure that the contestant who is best qualified to be the winner actually wins the competition and that the results are not affected by a contestant’s placement within the lineup or in case a judges’ panel becomes easier or tougher during the course of the pageant.

7. Judges Role and Responsibility

There you have it, the Judging System for the Miss America Organization. As you meet each contestant remember, you must ask yourself three questions: #1 – Can she do the job we have been asked to fill? If the answer is yes, ask yourself question #2, does she really want to perform the job requirements of being this titleholder? If not, she really can’t be the winner – because she simply doesn’t want to do the job and finally, if the answers to questions #1 and #2 are answered yes, then you must ask yourself will this young woman be manageable in this job if she is selected? All of us, regardless of our profession, must be able to be managed to be effective in our positions. So must this young woman.

Remember, she may not be the best-spoken, the most talented, the most beautiful, the most charismatic, or the contestant with the greatest ability to represent her generation, but your winner must possess ALL of those qualities and abilities, because all of those qualities are required to do the job.
The reality is that there are very few opportunities for a woman between the ages of 17 and 24 to make the kind of concrete and measurable change at a local or state level than that provided by the Miss America Organization. You have now been given the task to select that local or state-wide role model. We know you will take your job seriously or you would not have been invited to judge, but I now hope you understand what is truly at stake during this competition. There are scholarship dollars available for the young women to achieve their educational goals, and just as importantly, there is a national program seeking over 400 role models at the local, state and national levels who will be agents of change in the communities they serve. They will serve as the faces and the voices of an American tradition called Miss America. Their successes are our successes. Collectively, they will speak to millions of Americans, both young and old, and from all walks of life. From the poorest of our school districts to the halls of congress and the White House – and who will these young women be? That is up to you.

Please now spend the remaining time before the contestants arrive for the first interview to share with each other your expertise in the talent phase of competition. Share with each other what you believe your panel should be looking for during this selection process. Good luck and thank you for providing this community or state the beautiful, talented, intelligent and well-spoken role model it needs.

**Please note that more information on the Judges Orientation Process, Composite Scoring and MAO Scoring is available on the Miss America Judging Clips with Rick Brinkley 6/29/2009 DVD and also available on the MAO Resource Portal, www.maoproperties.com under the “Judging” tab.
Qualities & Attributes
Defined by the Job Description

- Role Model
- Accomplished – Distinguished Achievements
- Leader – Mobilizes and Inspires
- Communicator – Courage of Convictions
- Beauty – Attractive, Confident, Commanding Presence
- Talented
- Intelligent
- Energy – Charisma and Expression – Magnetic Personality
- Engaging – Sets People at Ease

Critical Points

Consider the “Qualities and Attributes” along with the State/Local Titleholder Job Description in all phases of competition and apply the following:

1. Can she do the job?
2. Does she want the job?
3. Do you believe she is willing to commit and fulfill the responsibilities of the titleholder job description?
4. Will she be cooperative once she receives the job?
2011 Miss America Job Description

- **The Face of the Miss America Organization** – The vast majority of Americans who have any contact with Miss America will have such contact through a photo in a magazine or newspaper or through her appearance on a national television program.

  When people see Miss America, she must generate a positive reaction for the organization. All of the constituencies she serves must look at her as a woman who “is” Miss America. She must represent the best of contemporary women between the ages of 17 – 24 in her look as well as in her dress, mannerisms, and demeanor.

  The youth of our nation must be able to find her as someone to whom they can relate; but, at the same time, she must present a professional image when called upon to meet with corporate sponsors, elected officials, and leaders in the For-Profit and Non-Profit communities. Her charisma and dynamic personality must come through in every encounter she has as Miss America. She must be a woman who possesses that “it” factor that everyone recognizes, but finds hard to describe.

- **The Voice of the Miss America Organization** – The second largest group of Americans who will come in contact with Miss America are those who hear her speak (whether in-person or through the media). As the voice of Miss America, she must be able to promote and market the Miss America Organization directly and indirectly as part of her normal schedule.

  In order to accomplish these tasks she must be “comfortable in her own skin”, confident, perceived as “real” and “natural”, and she must be true to whom she is as a person. She must be able to verbalize the goals and the vision of the Miss America Organization. She must be able to motivate people from every age range and socio-economic background to action and they must walk away feeling that having heard Miss America speak made a difference for them at that moment in time.

  She needs to be able to serve as a sincere, committed advocate for the issue she has chosen to address during her year as Miss America; but, she must also be able to serve as a sincere and committed advocate for other causes deemed important by the Miss America Organization. Throughout her year, she will appear on behalf of, as well as promote, “Children’s Miracle Network.” CMN is a national partner with the Miss America Organization and Miss America will make a tremendous impact on both organizations because of her commitment to this cause. Therefore, she must also be able to sincerely and confidently promote the values and mission of this worthwhile organization.

  In addition, the new Miss America must understand that the opportunities provided her in relation to promoting her chosen platform and other opportunities she deems important are only made possible through the success of the Miss America Organization as a whole. This success in accomplished in a large part through the generosity and support provided by Miss America Corporate Sponsors and Partners. A large part of Miss America’s job during her year will be to guarantee the success of the Miss America Organization through serving as a spokesperson for these national sponsors & partners.

  Miss America’s success in this role provides the Miss America Organization the ability to grow and, in turn, allows Miss America contestants and organizations at the local and state level to continue to be relevant and heard in their communities. Her success in this role as Sponsor and Partner spokesperson/ambassador in many ways determines the influence of our organization and its contestants across the country. [In regard to these aspects of the job description, the judges will focus more on the contestant’s abilities and skills to serve in this capacity and not on the amount of knowledge the contestant has retained regarding CMN or other]
Titleholder Job Description

Corporate Sponsors. However, common sense will tell you that the contestant must be aware of the potential partnerships and the role she will play as Miss America.

She will receive adequate training and background information necessary to do this portion of her job, if she is selected Miss America 2011. She must be willing to embrace these new-found opportunities to impact the lives of others. She must also fulfill all contractual obligations involving special events, speaking engagements, personal appearances, autograph sessions, Red Carpet/VIP Events, Media interviews, and all other events/appearances deemed necessary by the Miss America Organization.

- **The Talent of the Miss America Organization** – The talent phase of competition differentiates the Miss America Organization from other programs like it. It also assists in differentiating the contestant who should be Miss America from the other fifty-two. Miss America is expected to be talented. While the opportunity for her to perform her talent, whatever it may be, is rare; the reality is that even if she is called upon only once during her year as Miss America to perform her talent, it must be good. The moment a Miss America performs her talent, the credibility of the Miss America Organization is put on the line. While she may not be the most talented contestant among the fifty-three, she must be talented.

- **Job Expectations** – Miss America is “on-call” twenty-four hours per day, seven days per week for the duration of her time as Miss America. She will not have a specific place to live and very little of her life will be her own. While there will be scheduled days off for rest, those days will not be scheduled with any particular regularity. Miss America will find that there are days with limited to no obligations and she will find days in which she is scheduled to work sixteen to eighteen hours.

Miss America must understand that her position as Miss America is for an entire year. While this intense schedule may seem exciting in the first few weeks, the reality is that she must approach her job with that same excitement for the duration of her year as this organization’s national representative. The role of Miss America is only limited by the capabilities and the desires of the woman who wears the crown of Miss America.

There are many people throughout the nation and throughout the world who will never forget the day they met Miss America. The woman who wears the crown of Miss America must understand the role she plays in society. She will meet supporters and detractors and she must be able to treat them all with respect, humor when necessary, and with the finesse of a trained diplomat.

There are corporate realities to being Miss America and she must be able to meet those corporate challenges in such a way that sponsors and potential sponsors see the Miss America Organization as worthy of their time, their attention, and their corporate dollars. There are those people, especially children, who see meeting Miss America as a life changing moment.

Miss America must fully understand her potential impact on the nation and must be able to push herself and the organization to live up to the responsibilities of being such a person and such an organization of influence. Miss America, by the definition of her role in society, is a celebrity and will be required to deal with the positive and negative effects of being such a celebrity.

As a result, her personality must be one that is congenial when meeting fans, volunteers, sponsors, and partners. Her personality IS the Miss America Organization. However she is seen by anyone who meets her, she defines the entire organization from the largest corporate sponsor to the contestants in a local pageant. Miss America’s personality and attitude defines us every day.

Miss America will work for a specified salary; however, no amount of money can be assigned for the amount of influence a woman her age can and will have on the people who see her, hear her, and are changed by her. Her decisions on the way in which she approaches her role as Miss America will have profound effects on her impact on the Miss America Organization and the legacy she and the organization provide this nation.
Private Interview Competition

- Designed to allow insights into the contestants ability to fulfill the responsibilities outlined in the State/Local Titleholder Job Description
- Opportunity to learn as much as possible about the contestant’s Qualities and Attributes to fulfill the titleholder position
- The contestant’s commitment to advance her platform issue as a Role Model
- The ability to express and distinguish her beliefs

Private Interview Scoring Criteria

- Overall “First Impression”
- Personal Platform – knowledge, understanding and commitment to purpose
- Ability to fulfill Job Responsibilities
- Sense of Accomplishments – above and beyond statement of achievements on Resume
- Confident and Commanding Presence
- Personality, Appearance and Attractiveness
- Validated Opinions and Responses
- Exceptional Communication Skills – speech, vocabulary, grammar
Private Interview Competition Format

- Contestant will use a podium to respond to questions
- Interview time is a total of ten (10) minutes, if the optional 30 second close is utilized by the contestant
- Interview begins immediately without discussion
- Interview continues until the 9:30 timing mark
- Optional Statement – thirty (30) seconds are allotted prior to the close of the Private Interview
  - Contestant may use this opportunity to make a 30 second closing statement, it is her choice
  - There is no penalty if the contestant does not exercise the closing statement option

Private Interview Procedure

Turn off electronic devices.

Designate which judge will begin the round of questions and which judge will wrap up the interview. This can be rotated for each contestant.

The contestants may introduce themselves, or a pageant official may introduce each contestant as she enters the interview room. Once she has been introduced, the judge assigned to ask the first question should begin. Once the first question is asked, it is typically open for all judges to be able to ask questions.

Once the time for questioning has elapsed, the head judge will tell the contestant her time is up and introduce the optional 30 second closing by stating: “Our time is up, is there anything we have not discussed that you feel is important for us to know?”

Remind the judges that this is optional at the contestant’s discretion – there is no penalty for not using the closing statement option. If the contestant feels the interview went well and there is nothing left to discuss, she may simply decline to make a closing statement and leave the interview.
Developing the Private Interview Questions

The Private Interview is designed to give the judges greater insight into the contestant’s ability and the particular skills she possesses to perform the job responsibilities outlined in the State/Local Titleholder Job Description. To make this assessment, it is important that the judges have an understanding of the types of questions that will assist them in eliciting this information.

The questions should be structured to avoid one word or short answers. For example, asking “What do you think the role of Miss America is in the United States?” could produce answers like “To provide role models” or “To provide young women with scholarship money.” However, if you change the format and ask, “Explain to me the difference the Miss America Program can make in this country and why?” - This question allows the contestant to expand on her answer and provide insights into her belief and support of the system.

Take the time to review the current questions answered on the Contestant Resume. They have already been designed to assist in evaluating the contestant based on the qualities and attributes of the State Titleholder Job Description. This is the form the questions should take – providing an overall view of the contestant’s ability to secure and attract her audience, along with her intuitive ability to respond with conviction in an interview setting.

These resume questions include:

1. How has the world you come from shaped your dreams and aspirations?
2. Of all the ways you could succeed in your life, why have you chosen the Miss America Competition?
3. What social issue, other than your platform, will have the greatest impact on your generation and why?

Question Types

The contestant can be asked to give additional details, or a question can be formed based on her answer. Other examples of questions that will give the contestant the opportunity to demonstrate why they should be considered for the job of the titleholder follow below:

1. **Behavioral** – Past behavior can be an indicator of future behavior so you could ask “How did you handle it when . . . ?”
2. **Situational** – Give the contestant a situation and ask her how she would react.
3. **Role Play Questions** – “Pretend we’re a third grade class. What would you tell us about your platform?” Pay close attention to how she forms her response. Did she listen to your question and did she answer the question in the requested format?
4. **Off the Wall Questions** – Such as, what can be asked to see how well the contestant responds and reacts quickly to a change in the interview tone.
5. **Experience Questions** – Similar to “How has the world you come from shaped your dreams and aspirations?” ask “How do you plan to use your skills to further your chosen platform?” Instead of asking “What are your skills?” and receiving a list, you will learn not just about her skills but also about her plans to apply them in her future endeavors.
6. **Opinion Questions** – Similar to “What social issue, other than your platform, will have the greatest impact on your generation and why?” will allow you a clearer perception of the contestant’s self-awareness and ability to offer a credible and well-reasoned response when confronted by the media.
In addition to the Private Interview, the Miss America Program is comprised of four On-Stage Competitions to help the organization find that one particular young woman who is the best representative of the overall program. These areas are comprised of Talent, Evening Gown, Lifestyle and Fitness in Swimwear and the On-Stage Question.

Each area of competition has its own specific criteria for judging, however, all of them have a few things in common. Each phase of competition is judged on a scale of 1 to 10, using whole numbers only. You can give a score of 7 or an 8, but not a 7.5. Each phase of competition has its own score sheet. The following section describes the On-Stage Competition phases in more detail and provides the scoring criteria necessary to consider pertaining to that portion of the competition.

**High and Low Scores**

As a special note, after each competition is over and all of the Judges’ Score Sheets are entered on the Tally Sheet, the auditors will discard the high score and low score for each contestant to prevent any attempt at manipulation of the scoring process to favor or penalize a particular contestant. A judge cannot manipulate points to try to assure the outcome of the pageant.

### Talent Competition

- The Talent Competition is an insight into the contestant’s preparatory and performance skills
- The Talent Competition acknowledges the quality of the performance, technical skill level, stage presence and the interest and entertainment value
- Each talent routine shall not exceed 90 seconds in length, excluding the emcee’s introduction

### Talent Scoring Criteria

- Selection and Performance – Distinguishes personality and skill
- Interpretive Ability/Technical Skill Level – Execution, Technique, Synchronization and Control
- Stage Presence – On-Stage Personality
- Total of all Elements – Including Costume, Props, Music, Voice, Use of the Body and Choreography
- Did you enjoy the presentation?

**Important Note for Multi-Night and Single Night Competitions:**

- Preliminary Nights in a Multi-Night Competition, the judges are judging solely the on-stage talent
- Single Night Pageants and the Final Night in a Multi-Night Competition, the job description of the titleholder, along with her responsibilities and duties, must also be considered when scoring talent
Evening Wear Competition

- Designed for the contestant to make an on-stage statement of her compelling charm, presence and personality
- The contestant’s beauty, sense of style, composure and allure must be projected across the footlights
- Does she capture your attention just by walking onto the stage
- Consider the contestant’s total look
- The actual Evening Wear – not its value – should complement the contestant

**Evening Wear Scoring Criteria**

- Overall “First Impression”
- Sense of Confidence
- Stage Presence: Does she command the stage? Is her presence felt "beyond the footlights?"
- Walk, Posture, Carriage and Grace
- Sense of style and appropriateness of the Evening Wear
- Beauty, Attractiveness and Charm
Lifestyle & Fitness in Swimsuit Competition

- This is a fast-paced portion of the competition and needs to be scored quickly
- Demonstrates contestant’s ability to maintain a healthy lifestyle of nutrition and physical fitness
- The contestant’s sense of confidence, attractiveness and presence must be considered

Lifestyle & Fitness in Swimsuit Scoring Criteria

- Overall “First Impression”
- Attractiveness and Presence
- Lifestyle statement of strong physical health – is the contestant physically fit?
- Walk, Posture, Carriage and Grace
- Sense of Confidence and Composure
- Displays Energy, Charisma and Expression
On-Stage Competition

On-Stage Question

- Demonstrates contestant’s ability to project her interests, opinions and aspirations
- One or two questions may be asked of the contestant
- The contestant is being judged on her answers to the questions only
- You are not judging if her answer matches your point of view

On-Stage Question Scoring Criteria

- Overall “First Impression”
- Does the contestant possess the charisma and stage presence to be a spokeswoman for the state/local organization?
- Did the contestant answer the question in the context in which it was asked?
- Is the contestant able to handle the pressure of being questioned and responding in front of an audience?
- Did the contestant display a commanding presence?
- Did she make the audience want to listen to her?
- Will her peers view her as a role model who is reflective of today’s generation?
Preliminary Competition Scoring Percentages

Preliminary Competitions are judged on a scale of 1 to 10 using whole numbers.

- Interview – 25%
- On-Stage Question – 5%
- Talent – 35%
- Evening Wear – 20%
- Lifestyle and Fitness in Swimsuit – 15%

Following the preliminary competitions, Multi-Night State Pageants are required to schedule time with their judges to conduct confidential Composite Scoring for the number of Semi-Finalists they intend to announce for the final night of competition (some states have a Top Ten, some a Top Fifteen, and others may have a Top Seven or Eight). These are the Top ___ contestants receiving the highest preliminary scores.

States with more than thirty (30) contestants have the option of assigning composite scores to the contestants receiving the top fifteen preliminary scores. Instructions for Composite Scoring are included on page 45 and scored on a scale of 6 through 10 using whole numbers.

Please note, Multi-Night Pageants must use the Composite Score and cannot carry forward the Interview and Preliminary scores into the Final Night Competition.

Following the Composite Scoring, the state, at its option, may have a Semi-Finalist Discussion; also referred to as a “Top Ten” Discussion. Instructions for this discussion are detailed on page 46.

Final Night Competition Scoring Percentages

Final Night On-Stage Competitions are judged on a scale of 6 to 10 using whole numbers.

- Composite – 30% (scored on a scale of 6 to 10)
- Talent – 30%
- Evening Wear – 20%
- Lifestyle and Fitness in Swimsuit – 20%

From these scores, the Top Five contestants are named. All previous scores will be discarded.

Top Five Competition

The Top Five contestants will then compete in a final question/discussion session. It may be staged so that each contestant receives one question or a group discussion. Each judge will use this final phase of competition to assist with the ranking of each contestant in order from first to fifth:

- First place vote is worth 10 points
- Second place – 5 points
- Third place – 3 points
- Fourth place – 2 points
- Fifth place vote – 1 point

Only from this ranking are the winner and runners-up selected. Because the judges are ranking the order they feel the contestants should place in this phase of competition, the points are already pre-set and the high and low scores are not dropped.
Composite Score Guidelines

Composite Scoring allows each judge to individually assess his/her overall opinion of each of the Semi-Finalist’s ability to fulfill the job responsibilities and requirements of a state titleholder. The Composite Score procedures should be explained to the judges and time allowed for them to ask any questions on the composite score procedures. They must fully understand the process BEFORE it begins. This is also explained on the Miss America Judging Clips 2009 DVD also available on the Resource Portal at www.maoproperties.com under the “Judges” tab MAO Judging Video Clips #2.

If the Composite Scoring is held immediately after the last Preliminary Night Competition, the judges will have a lot of energy going into this meeting. It is the Judges Chair’s responsibility to get the judges refocused. In order to help them get refocused, it is important that you spend adequate time reviewing the titleholder’s job description and the duties she will have to perform as your titleholder - do not rush into the Composite Scoring.

Judges should be instructed to have all available notes before them. They cannot discuss any of the contestants prior to or during this process. If the room is conducive, it is advisable to allow the judges to spread out throughout the room and make themselves very comfortable.

Remind the Judges that the Composite Score accounts for 30% of the contestant’s final score before moving into the Top Five Competition. They should also be reminded that the Final Night On-Stage Competitions are scored on a scale of 6 to 10 whole numbers only.

Once the Composite Scoring is explained, the job description presented earlier in the week should be thoroughly reviewed one more time.

As with all aspects of the judging process, this is a confidential process and only the judges, auditors, chairperson and essential pageant executives attend. Everyone in the room needs to be extremely cautious to any comments, the fewer words spoken, the better. Once the Composite Scoring procedure begins, judges and all pageant officials must remain silent.

Procedure

The judges should receive the Semi-Finalist’s names in the order in which they will be announced on-stage during the final night of competition. If the on-stage order is not available yet from production, the names must be presented to the judges in a random order. They may not be presented to the judges in the order in which they competed in preliminary competitions, by group or by point totals.

Once the Semi-Finalists names are provided to the person designated to prepare the score sheets, they prepare the score sheets for each judge, so the judges do not have to write the names of the contestants onto blank score sheets.

When everyone is ready to begin, a designated pageant official should read the first contestant’s name, number and title aloud. Once the name is called, the composite score sheet with the contestant’s name already on it is handed to each judge. They have up to one minute (60 seconds) to review all of their notes.

Each judge awards the contestant a score on a scale of 6 to 10 evaluating her overall ability to perform the job responsibilities required of the titleholder. The judge should ask himself/herself, “On a scale of 6 to 10, what is the contestant’s ability to be the beautiful, talented, intelligent and well-spoken role model this state needs to perform this job?”
When the judge places their score on the score sheet, it is folded in half and turned into the judge’s chair to give to the auditor. Once all of the score sheets have been collected for the first contestant, the second name on the list is read. The procedure repeats itself until all Semi-Finalists receive a composite score.

States with more than 30 local contestants and naming a Top Ten may, at their discretion, have the judges award composite scores to the Top Fifteen Contestants. The TEN contestants with the highest composite scores then move into the final night of competition.

Once the Composite Scoring is complete, the State Organization, at its discretion, can proceed to the Semi-Finalist Discussion.

**Semi-Finalist Discussion - Optional**

**DIRECTLY FOLLOWING THE COMPLETION OF COMPOSITE SCORING**

The judge’s panel is being asked to select the chief spokesperson for the State/Local Organization. This person will be the face and voice of your organization for an entire year. In essence, she IS the brand for your organization for one year. Feedback from the judges is important in making this decision and the rules below were developed to facilitate this discussion. This is also explained on the Miss America Judging Clips 2009 DVD also available on the Resource Portal at [www.maoproperties.com](http://www.maoproperties.com) under the “Judges” tab MAO Judging Video Clips #2.

Following the Composite Scoring of the Semi-finalists, the judges are provided the opportunity to have a highly-structured, brief and confidential meeting on the semi-finalists who will compete in the final night. This is also referred to as the “Top 10 Meeting.” As with Composite Scoring, this is a confidential process and only the judges, auditors, chairperson and essential pageant executives attend. The meeting should be brief and concise and proceed as follows:

- The auditor (or other designated person) will state the name of the first semi-finalist to be announced on stage. The first judge will then list up to a maximum of 2 strengths and 2 concerns he/she has regarding the contestant’s ability to perform the job responsibilities of your state titleholder. The next judge will list his/her strengths/concerns, and the process will continue around the room until all judges have spoken.

- This is not an open discussion – the listening judges may not comment on the speaking judges’ 2 strengths and 2 concerns. Each judge is allotted sixty (60) seconds. No one may list more than 2 strengths and 2 concerns.

- If the judge currently speaking agrees with a previous judge’s comments, the speaking judge may simply say “I agree with...”

- The auditor will then state the name of the 2nd semi-finalist. This time the second judge will lead with his/her statements regarding this contestant and so forth; until all semi-finalists have been commented on by all judges.

- The comments made by the judges must be focused on the job description and the contestant’s abilities to fulfill the job description. Before making his/her comments regarding the strengths and concerns, the judge must consider the contestant’s ability to be the Face, the Voice, and the Talent of the organization, as well as, assess the contestant’s desire to actually want to perform this job and her ability to be manageable in this position.
• The purpose of this meeting is to allow the judges to potentially glean insight from their fellow judges. It is not a time to discuss irrelevant things.

• There cannot be any comments made regarding scores or potential placement. It is a severe violation of MAO rules if anyone tries to predetermine the outcome of the pageant.

• No one other than the facilitator (Judges Chair or Auditor) of the meeting and the judges may speak.

• The meeting’s facilitator must keep the judges focused and not allow them to stray from these guidelines.

• There can be absolutely no input from anyone from the organization other than defining the position you are filling – never discuss the contestants.

• Examples of appropriate comments: I see this contestant’s strengths to be that her talent is strong enough to represent the organization, and I believe that she will be able to connect to the audiences she meets during her year. My concerns would be that I don’t believe her speaking ability is strong enough to do the job, and I don’t believe she really wants to or can do all of the speaking that is required in this job.

• Examples of inappropriate comments: I think her strength is her talent, I gave her my only 10 of the whole pageant, and I think she’s the only one who can win because of her ability to connect to audiences. My two concerns are that I think her hair is the wrong color, and I would like to work with her on picking out better clothes...they were all the wrong style for her. But, at the end of the day, she’s my winner.

**THERE CANNOT BE ANY DISCUSSIONS OR DECISIONS REGARDING PLACEMENT AMONG THE JUDGES**
Final Ballot Guidelines

Once the Composite Scoring and the Semi-Finalist Discussion (if held) are completed, it is appropriate to explain the Top Five Final Ballot Competition. Judges should be instructed well ahead of time that once all On-Stage competitions are complete; Talent, Swimsuit and Evening Wear plus the Composite Score, the auditors determine the Top Five contestants.

At this phase, all previous points are discarded and each of the Top Five contestants now has zero points. (Allow the judges to review the Final Ballot in their Orientation so they are familiar with it before it is handed to them during the final moments of the competition. Obviously, this ballot must be returned to the auditors, before the judges are dismissed from the meeting.)

Each judge is then provided a Final Ballot to list the contestants in the order they believe the contestants should finish:

- 1st place vote is worth 10 points
- 2nd place vote is worth 5 points
- 3rd place vote is worth 3 points
- 4th place vote is worth 2 points
- 5th place vote is worth 1 point

The points from each judges' ranking are totaled, and these points alone determine the outcome of the pageant.

Judges must be reminded to vote their conscience and to accurately place the contestants in the order in which they individually believe the contestants should finish, without consideration to any other factors.

Any attempts to manipulate the outcome of the pageant can and do result in an outcome unsatisfactory to all parties and is a severe violation of MAO rules which must be reported to MAO’s National Office Field Operations Director immediately at fieldops@missamerica.org.

Depending upon the size of the pageant, the Top Five contestants may or may not compete in a Top Five On-Stage Interview Competition (Local Pageants CANNOT have a Top Five Competition). This on-stage interview competition is merely to assist the judges in placing the contestants in order from 1st through 5th place. If held, the judges do not actually judge the Top Five on-stage interview competition.

If a State Pageant has less than 10-12 contestants, pageant officials may choose to not announce the Top Five and may simply give each judge the names of the Top Five contestants and have the judges place the contestants’ names/titles on the Final Ballot in the order they feel the contestants should place. The winner and runners-up are announced solely from the results of the Final Ballot.
## SCORING VALUES

### Preliminary Nights
- **Private Interview**: 25%
- **Talent**: 35%
- **Lifestyle & Fitness in Swimsuit**: 15%
- **Evening Wear**: 20%
- **On Stage Question**: 5%

### Final Night
- **Composite Score**: 30%
- **Talent**: 30%
- **Lifestyle & Fitness in Swimsuit**: 20%
- **Evening Wear**: 20%

Top Five Final Ballot – Not added to prior scores
Preliminary Nights Only
Private Interview Score Sheet

Group Name: ____________________  Date: _________________

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<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 1 to 10</th>
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Judge (Print Name): ____________________  Signature: ____________________

The Private Interview phase of competition is designed for the contestant to make a statement about her interests, opinions and aspirations, sense of accomplishment, poise and presence as well as her ability to fulfill the responsibilities of the Titleholder’s Job Description.

Each contestant is competing against herself and receives a score in the 1 to 10 point range for all Preliminary Night Competitions using whole numbers only. More than one contestant may receive the same score. If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
## Preliminary Nights Only
### Talent Score Sheet

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<th>Number</th>
<th>Name or Title of Contestant</th>
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**Judge’s Name (Print):** __________________________  **Signature:** __________________________

**IMPORTANT** – Job Description is not considered during the Talent Preliminary Nights of a Multi-Night Competition. Only on the Final Night of Competition are the titleholder’s job description, responsibilities and duties considered as part of the scoring for Talent.

Each contestant is competing against herself and receives a score in the **1 to 10 point range** in the Preliminary Nights of a Multi-Night Competition using whole numbers only. More than one contestant may receive the same score. If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges’ Chair.
Preliminary Nights Only
Evening Wear Score Sheet

Group Name: ___________________  Date: ___________________

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<th>Number</th>
<th>Name or Title of Contestant</th>
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Judge’s Name (Print): ___________________  Signature: ___________________

Each contestant is competing against herself and receives a score in the 1 to 10 point range for all Preliminary Nights of a Multi-Night Competition using whole numbers only. More than one contestant may receive the same score.

If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
Preliminary Nights Only  
Lifestyle & Fitness in Swimsuit Score Sheet

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<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 1 to 10</th>
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Judge’s Name (Print): ______________________  Signature: ______________________

Each contestant is competing against herself and receives a score in the 1 to 10 point range for all Preliminary Nights of a Multi-Night Competition using whole numbers only. More than one contestant may receive the same score.

If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
The On-Stage Interview phase of competition is designed for the contestant to make an on-stage statement of her interests, opinions and aspirations. One or two questions may be asked and the judge is only to consider the answer(s) to the question(s).

Each contestant is competing against herself and receives a score in the 1 to 10 point range for the Preliminary Night Competitions using whole numbers only. More than one contestant may receive the same score. If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
**Final Night Only**  
**Talent Score Sheet**

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<tr>
<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 6 to 10</th>
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**Judge’s Name (Print):** ____________________________  
**Signature:** ____________________________

**IMPORTANT** – Only on the Final Night of Competition is the Titleholder’s Job Description, responsibilities and duties considered as part of the scoring for Talent.

Each contestant is competing against herself and receives a score in the **6 to 10 point range** for the Final Night of a Multi-Night Competition using whole numbers only. More than one contestant may receive the same score. If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges’ Chair.
Final Night Only  
Evening Wear Score Sheet  

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<th>Number</th>
<th>Name or Title of Contestant</th>
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Judge’s Name) (Print: ______________________  Signature: ______________________

Each contestant is competing against herself and receives a score in the 6 to 10 point range for the Final Night of a Multi-Night Competition using whole numbers only. More than one contestant may receive the same score.

If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges’ Chair.
Final Night Only
Lifestyle & Fitness in Swimsuit Score Sheet

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<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 6 to 10</th>
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Judge’s Name (Print): __________________________ Signature: __________________________

Each contestant is competing against herself and receives a score in the **6 to 10 point range** for the Final Night of a Multi-Night Competition using whole numbers only. More than one contestant may receive the same score.

If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges’ Chair.
Final Night Only
Composite Score Sheet

TOP TEN SEMI-FINALISTS

<table>
<thead>
<tr>
<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 6 to 10</th>
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Signature of Judge ___________________________ Date _____________

When giving your Top Ten Composite Attributes score to each Semi-Finalist, consider ALL factors:

- The Job Description and the Responsibilities
- The Qualities and Attributes
- The Preliminary Phases of Competition
- Respective Criteria for Scoring

SCORING IN TOP TEN SEMI-FINALIST COMPOSITE ATTRIBUTES

Each Top Ten Semi-Finalist is competing against herself and **MUST** receive a score in a 6 to 10 point range, using whole numbers only. More than one contestant may receive the same score.

The auditors will discard the high score and the low score for each contestant in this phase. Since the Top Ten Composite Attributes phase of competition is equal to 30% of the scoring, the judges’ remaining scores for each Semi-Finalist are multiplied by a factor of 3.

All preliminary competition scores for the Top Ten Semi-Finalists are discarded and the Top Ten Composite Attributes Scores with a weight of 30% are carried forward to the Final Night of Competition in place of the original Private Interview scores.

If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
## Final Night Only
### Final Ballot

<table>
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<tr>
<th>Placements</th>
<th>Number and Name or Title of Contestant</th>
<th>Points</th>
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<tbody>
<tr>
<td>1st Placement</td>
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<td>5th Placement</td>
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Judge’s Signature ______________

Date ______________

Remember to consider the job description and the titleholder’s responsibilities and requirements presented during your orientation for the job of Miss State/Local which this organization has entrusted you to select. Determine the order in which the contestants could best perform the job responsibilities as Miss State/Miss Local and serve as the “face” and the “voice” of this Organization.

RANK the Top Five Contestants from the list below in the order in which you believe each should finish for this competition (please note, you can only RANK the contestants who are not crossed off the list below). Write their contestant numbers and names or titles in the five spaces above.

The contestant you believe to be the best for this job should receive the first placement; second placement for the second best; until all five contestants are ranked according to whom is the best applicant for the job described.

In this area of competition, the point value for each placement is predetermined. **The outcome of the pageant is based solely on the scores from the final ballot.** These points are **NOT** added to the scores from the previous competitions and the high and low scores are not dropped.

### ATTENTION JUDGES CHAIR AND AUDITORS

The Judges Chair should type in the Top Ten, Twelve, etc. in competition order in the table below before the Final Night Competition. Please note that Local Pageants do not announce a Top Five and the Winners/Runners-up are announced from the entire group of contestants. The Auditors will cross out the contestants who do not have the Top Five Scores.

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME OR TITLE OF CONTESTANT</th>
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<th>NAME OR TITLE OF CONTESTANT</th>
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Scoring Percentages

Competitions scored on a scale of 1 through 10 using whole numbers only.

- Interview – 25%
- On-Stage Question – 5%
- Talent – 35%
- Evening Wear – 20%
- Lifestyle and Fitness in Swimsuit – 15%

The contestants have now competed in the competition phases described above and the scoring from these competitions determines the Top Five contestants. The point values for first, second, third, fourth and fifth place on the Final Ballot are listed below under Final Ballot Guidelines.

It is appropriate for State Organizations with fewer than 10 to 12 contestants to not announce a Top Five and simply hand the five names back to the judges and have each judge rank the contestants with the pre-set scores on the “Final Ballot” form. This scoring would take place during the final production number, farewell, etc.

Local Competitions

Local Competitions held to send contestants to the State Pageant will use the same judging procedures, however, Local Pageants do not announce a Top Five for a Top Five competition.

The winner and runners-up will be named from the entire group of contestants. After the competitions listed above are complete, Local Pageants are required to have the auditors hand back to each judge a Final Ballot listing the Top Five contestants in competition order (not by point totals). The judges follow the same procedures outlined in the Final Ballot. The outcome of the pageant is determined solely from the results of the Final Ballot.

Final Ballot Guidelines

Judges should be instructed well ahead of time that once all competitions are complete; Private Interview, Talent, Swimwear, Evening Wear and On-Stage Question, the auditors determine the Top Five contestants from the judges scores.

At this point, all previous scores are discarded and each of the Top Five contestants now has zero points. (Allow the judges to review the Final Ballot in their Orientation so they are familiar with it before it is handed to them during the final moments of the competition. Obviously, this ballot must be returned to the auditors, before the judges are dismissed from the meeting.)

Each judge is then provided a Final Ballot to list the Top Five contestants in the order they believe the contestants should finish:

- 1st place vote is worth 10 points
- 2nd place vote is worth 5 points
- 3rd place vote is worth 3 points
- 4th place vote is worth 2 points
- 5th place vote is worth 1 point

The points from each judges’ ranking are totaled by the auditors and these points alone determine the outcome of the pageant.
Judges must be reminded to vote their conscience and accurately place the contestants in the order which they individually believe the contestants should finish, without consideration to any other factors.

Any attempts to manipulate the outcome of the pageant can and do result in an outcome unsatisfactory to all parties and is a severe violation of MAO rules which must be reported to MAO’s National Office Field Operations Director immediately at fieldops@missamerica.org.

Depending upon the size of the pageant, the Top Five contestants may or may not compete in a Top Five On-Stage Interview Competition (Local Pageants CANNOT have a Top Five Competition). This on-stage interview competition is merely to assist the judges in placing the contestants in order from 1st through 5th place. If the on-stage interview competition is held, the judges do not actually judge the Top Five interview competition.

If a State Pageant has less than 10-12 contestants, pageant officials may choose to not announce the Top Five and may simply give each judge the Top Five names for the judges to rank the contestants’ names/titles on the Final Ballot in the order they feel the contestants should place. The winner and runners-up are announced solely from the results of the Final Ballot.
SCORING VALUES

- Private Interview 25%
- Talent 35%
- Lifestyle & Fitness in Swimsuit 15%
- Evening Wear 20%
- On Stage Question 5%

Top Five Final Ballot – Not added to prior scores
### Private Interview Score Sheet

**Group Name:** ______________________  **Date:** ________________

<table>
<thead>
<tr>
<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 1 to 10</th>
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**Judge’s Name (Print):** ______________________  **Signature:** ______________________

The Private Interview phase of competition is designed for the contestant to make a statement about her interests, opinions and aspirations, sense of accomplishment, poise and presence as well as her ability to fulfill the responsibilities of the Titleholder’s Job Description.

Each contestant is competing against herself and receives a score in the 1 to 10 point range for all Single Night Competitions using whole numbers only. More than one contestant may receive the same score. If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
## Talent Score Sheet

<table>
<thead>
<tr>
<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 1 to 10</th>
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Judge’s Name (Print): ____________________________  Signature: ____________________________

**IMPORTANT** – During the Single Night Competition, the titleholder’s job description, responsibilities and duties are considered as part of the scoring for Talent.

Each contestant is competing against herself and receives a score in the **1 to 10 point range** for all Single Night Competitions using whole numbers only. More than one contestant may receive the same score.

If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges’ Chair.
Evening Wear Score Sheet

Group Name: ___________________  Date: ___________________

<table>
<thead>
<tr>
<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 1 to 10</th>
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Judge’s Name (Print): ___________________  Signature: ___________________

Each contestant is competing against herself and receives a score in the **1 to 10** point range for all Single Night Competitions using whole numbers only. More than one contestant may receive the same score. If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
Lifestyle & Fitness in Swimsuit Score Sheet

Group Name: ____________________  Date: ________________

<table>
<thead>
<tr>
<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 1 to 10</th>
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Judge’s Name (Print): ____________________  Signature: ____________________

Each contestant is competing against herself and receives a score in the 1 to 10 point range for all Single Night Competitions using whole numbers only. More than one contestant may receive the same score. If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
On-Stage Question Score Sheet

Group Name: ___________________________ Date: __________________

<table>
<thead>
<tr>
<th>Number</th>
<th>Name or Title of Contestant</th>
<th>Points 1 to 10</th>
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Judge’s Name (Print): ___________________________ Signature: ___________________________

The On-Stage Interview phase of competition is designed for the contestant to make an on-stage statement of her interests, opinions and aspirations. One or two questions may be asked and the judge is only to consider the answer(s) to the question(s).

Each contestant is competing against herself and receives a score in the 1 to 10 point range for all Single Night Competitions using whole numbers only. More than one contestant may receive the same score. If you make a change or erasure on your score sheet, you must initial it. When you have finished, hand your score sheet to the Judges Chair.
## Final Ballot

<table>
<thead>
<tr>
<th>Placements</th>
<th>Number and Name or Title of Contestant</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>1st Placement</td>
<td></td>
<td>10 Points</td>
</tr>
<tr>
<td>2nd Placement</td>
<td></td>
<td>5 Points</td>
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<tr>
<td>3rd Placement</td>
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<td>3 Points</td>
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<tr>
<td>4th Placement</td>
<td></td>
<td>2 Points</td>
</tr>
<tr>
<td>5th Placement</td>
<td></td>
<td>1 Point</td>
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</table>

__________________________  __________

Judge's Signature        Date

Remember to consider the job description and the titleholder’s responsibilities and requirements presented during your orientation for the job of Miss State/Local which this organization has entrusted you to select. Determine the order in which the contestants could best perform the job responsibilities as Miss State/Miss Local and serve as the “face” and the “voice” of this Organization.

RANK the Top Five Contestants from the list below in the order in which you believe each should finish for this competition (please note, you can only RANK the contestants who are not crossed off the list below). Write their contestant numbers and names or titles in the five spaces above.

The contestant you believe to be the best for this job should receive the first placement; second placement for the second best; until all five contestants are ranked according to whom is the best applicant for the job described.

In this area of competition, the point value for each placement is predetermined. **The outcome of the pageant is based solely on the scores from the final ballot.** These points are **NOT** added to the scores from the previous competitions and the high and low scores are not dropped.

### ATTENTION JUDGES CHAIR AND AUDITORS

The Judges Chair should type in the contestants in competition order in the table below. Please note that Local Pageants do not announce a Top Five and the Winner/Runners-up are announced from the entire group of contestants. The Auditors will cross out the number and names of the contestants who do not have the Top Five Scores.
Auditors Instructions

INSTRUCTIONS FOR AUDITORS

The Judges Chair should provide the auditors with the appropriate Manual Tally Sheet hardcopy and Computer Tally Sheet program for each night of competition from the list below. The auditors should continuously maintain and update BOTH a Manual Tally Sheet AND a back-up file of the Computer Tally Sheet during each night in the event the original computer file becomes corrupt or the computer crashes. The Computer Tally Sheets are programmed to automatically create, and then update a back-up file each time the original file is saved.

Single Night Pageant Tally Sheets

- **Single Night Computer Tally Sheet SP11+LP12.xls** (Excel Format) This is a self-contained Auditor’s program for Single Night Competitions at the State and Local levels. When using this program, make sure your auditors have a copy of it ahead of time so that they can become familiar with it. They simply enter the data for each contestant and the built-in formulas determine who the winner and runners-up are. This program eliminates the highest and lowest scores from the judges automatically, except on the Final Ballot, where all scores are counted.

- **Single Night Manual Tally Sheet SP11+LP12.xls** (Excel Format) This is the traditional, long form tally sheet for Single Night Competitions at the State and Local levels. The auditors manually fill in and tabulate the scores. Follow the printing instructions shown in the upper left corner of the computer monitor’s image of this tally sheet file. Please note that for the Top 5 Final Ballot ONLY, the judges’ high and low scores are NOT eliminated – each and every score is counted when tabulating the total.

Multi-Night Pageant Tally Sheets

- **Computer Tally Sheets SP11+LP12.xls** (Excel Format) This is a self-contained Auditor’s program for the Preliminary Nights and the Final Night of a Multi-Night Competition. When using this program, make sure your Auditors have a copy of it well in advance, in order to become familiar with it.

  **Preliminary Nights Tab** - Since this is a Multi-Night Competition, there are separate Preliminary tabs for each Contestant Group. The Auditors simply enter the data for each contestant and the built-in formulas determine the order of the contestants by their point scores. This program eliminates the highest and lowest scores from the judges automatically.

  In addition, there are five sections to the right of the score sheet that automatically calculates the Preliminary winners for each Contestant Group in the Private Interview, Talent, On-Stage Question, Evening Wear and Lifestyle & Fitness in Swimsuit phases of competition.

  **Final Night Tab** - The Auditors simply enter the data for each contestant and the built-in formulas determine who the winner and runners-up are. This program eliminates the highest and lowest scores from the judges automatically, except on the Final Ballot, where all scores are counted.

- **Manual Tally Sheets SP11+LP12.xls** (Excel Format) This is the traditional, long form tally sheet for the Preliminary Nights and the Final Night of a Multi Night Competition. The auditors manually fill in and tabulate the scores. Follow the printing instructions shown in the upper left corner of the computer monitor’s image of this tally sheet file.

  **Preliminary Nights Tab** - Since this is a Multi-Night Competition, there are separate Preliminary tabs provided for each Contestant Group. Please note that the auditors must drop the judges’ high and low scores manually.

  **Final Night Tab** - Please note that that the auditors must drop the highest and lowest scores from the judges manually, except on the Final Ballot, where all scores are counted.
On the Auditor’s TALLY Sheet, fill in the competition number and name or title of each contestant. Fill in the names of each judge in the spaces provided.

The Judges Committee will submit the Judges’ Score Sheets for each competition to the Auditors. Since each contestant is competing against herself, more than one contestant may receive the same score. Each contestant **MUST** receive a score, using whole numbers only, in the:

- **1 to 10** point range for **Single Night Competitions** and the Preliminary Nights of Multi-Night Competitions
- **6 to 10** point range for the Composite Scoring and On-Stage phases for the Final Night of Multi-Night Competitions

After each competition is over and all of the Judges’ Score Sheets are entered on the Tally Sheet, the auditors discard the high score and low score for each contestant, then add the remaining figures horizontally and multiply by the appropriate factor to obtain the total points per phase for each contestant. Please be sure to verify the appropriate score sheets are used by the Judges Chair for each phase of competition.

Once the points are scored for a contestant in a competition phase, enter the subtotal in the respective shaded column titled “(COMPETITION NAME) POINT TOTALS.” **IT IS VERY IMPORTANT THAT YOU DISCARD THE HIGH AND LOW SCORES BEFORE DETERMINING THE SUBTOTAL FOR EACH COMPETITION PHASE.**

You will also notice that there are columns designed for you to progressively subtotal the contestant’s scores during the pageant prior to the Final Ballot phase of competition. Use this progressive subtotal column to streamline the auditing process and speed up the on-stage announcements.

**SINGLE NIGHT PAGEANTS**

All competitions are scored on a scale of 1 to 10 using whole numbers only. Each contestant’s high and low scores are dropped from each phase of competition with the only exception of the Final Ballot.

<table>
<thead>
<tr>
<th>Category</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>Interview</td>
<td>25% (x 2.5)</td>
</tr>
<tr>
<td>On-stage Question</td>
<td>5% (x 0.5)</td>
</tr>
<tr>
<td>Talent</td>
<td>35% (x 3.5)</td>
</tr>
<tr>
<td>Evening Wear</td>
<td>20% (x 2.0)</td>
</tr>
<tr>
<td>Lifestyle &amp; Fitness in Swimsuit</td>
<td>15% (x 1.5)</td>
</tr>
</tbody>
</table>

The scores from these competitions determine the Top Five contestants. The Top Five will be ranked on the Top Five Final Ballot with the same point value for the first (10 points), second (5 points), third (3 points), fourth (2 points) and fifth (1 point) place votes.

Prior to handing out the Top Five Final Ballots to the judges so they can rank the five remaining contestants, the Auditors will boldly line out the number and name of those contestants who do not place in the Top Five, leaving only the five numbers and names of those who do.

After tallying the Top Five Final Ballots, place the contestants in order of points received to determine; the Winner, 1st Runner-Up, 2nd Runner-Up, 3rd Runner-Up and 4th Runner-Up. On the card marked”RUNNERS UP AND TITLEHOLDER” (this is the Winners Announcement Card), list in the proper place the names of the Runners-Up and the Titleholder starting with the LAST Runner-Up at the TOP of the list and the NEW TITLEHOLDER at the BOTTOM of the list.

After carefully double checking the final tally scores with the Announcement Card, hand it to the Judges Chair who will forward the results to the Emcee for the announcement to the contestants and audience.
MULTI-NIGHT PAGEANTS THAT NAME A TOP TEN

When the Semi-Finalists are determined, the MULTI-NIGHT FINAL TALLY Sheet is prepared listing the Top Ten in the Final Night competition order. All points from the preliminary night competitions have been discarded including the Private Interview.

The Top Ten Composite Attributes Scores are transferred to the MULTI-NIGHT FINAL TALLY Sheet in the column titled “Individual Composite Attributes”. The Score Sheets for; Lifestyle and Fitness in Swimsuit, Talent and Evening Wear will be collected and recorded by the auditors on the TALLY Sheet as done on the preliminary nights.

CONCLUSION OF THE TOP TEN COMPETITIONS

Subtotal the Top Ten Composite Attributes, Talent, Swimsuit and Evening Wear scores for each contestant in the column titled “Total Points (Sum of 4 Shaded Columns). The five contestants receiving the highest scores will move into the final round of competition.

Place these top five names on a sheet of paper IN A RANDOM ORDER** and give it to the Judges Chair who will give the list to the emcee. **These names must be placed on the list in a random order not based on total points, competition order or contestant numbers.

CONCLUSION OF THE TOP FIVE COMPETITION

Add the Top Five Final Ballot scores from each judge WITHOUT discarding the contestant's high and low scores to determine the Top Five Contestants. All previous scores must be discarded and are NOT added to the Top Five Final Ballot scores. These Top Five point totals in the column titled “Final Ballot Point Totals” determine the winner and runners-up.

Prior to handing out the Top Five Final Ballots to the judges so they can rank the five remaining contestants, the Auditors will boldly line out the number and name of those contestants who do not place in the Top Five, leaving only the five numbers and names of those who do.

After tallying the Top Five Final Ballots, place the contestants in order of points received to determine; the Winner, 1st Runner-Up, 2nd Runner-Up, 3rd Runner-Up and 4th Runner-Up. On the card marked “RUNNERS UP AND TITLEHOLDER” (this is the Winners Announcement Card), list in the proper place the names of the Runners-Up and the Titleholder starting with the LAST Runner-Up at the TOP of the list and the NEW TITLEHOLDER at the BOTTOM of the list.

After carefully double checking the final tally scores with the Announcement Card, hand it to the Judges Chair who will forward the results to the Emcee for the announcement to the contestants and audience.
TIE BREAKING PROCEDURES

Below is a simple guide on how to break a tie within a pageant. Merely look for the type of pageant you are directing, auditing or judging, then find the category of the tie you need to split. Below that category heading is a progressive list of the phases of competition used to split the tie. Look at the first tie breaking phase and, if one of the contestants has a higher score in that phase, she receives the higher placement. If a tie still exists, you move to the second tie breaking phase.

If a tie exists in all phases of competition, the names of the tied contestants are written on pieces of paper for each of the judges. The slip of paper should have a heading which describes the tie (i.e.: tie for Talent or tie for the Top Five) and each judge should circle his/her choice for the placement.

**Ties for a Single Night Pageant or Preliminary Awards for the Preliminary Night of a Multi-Night Pageant**

- This is a tie for an award for the contestant scoring the highest total number of points in a specific phase of competition (Talent, Lifestyle & Fitness in Swimwear, etc.).
- **Head-to Head Competition – Prepare a slip a paper for each judge with the names of the tied contestants for the award. Please make sure the slips of paper are clearly identified with the phase in which the tie exists. Ask each judge to circle his/her choice for the winner of the award.**
- If there is an even number of judges and a tie still exists, both winners should be announced or no winner should be announced. 
- Do NOT use any other phase of competition to split a tie within another area of competition.

** Neither State nor Local Pageants are required to announce such winners, nor are they required to split ties for these awards. However, if due to a lack of funding the pageant organization needs to split any scholarship monies associated with these awards, it should be announced from stage that the scholarship money will be split among the tied winners as to avoid confusion following the pageant.

If a Multi-Night Pageant wishes to announce “overall” awards on the final night of competition, it may wish to consider announcing these awards based upon preliminary competitions. This is because sometimes the contestant receiving the highest overall score in an individual competition may not be among the finalists announced on the final night.

If the organization announces awards based on preliminary night competitions, it must be limited to two (2) competition awards per preliminary night, such as Talent and Lifestyle & Fitness in Swimsuit or Talent and Evening Gown.

**Ties Into or Within the Top Five of a Single Night Pageant**

Talent – The contestant with the highest Talent points receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:

- Private Interview
- Evening Wear
- Lifestyle and Fitness in Swimsuit
- On-Stage Question
- Head-to-Head Competition (Use the process bolded in the Preliminary Award Tie Breaking Procedure)
Auditors Instructions

Ties Into the Top Ten of a Multi-Night Pageant

Talent – The contestant with the highest Talent points receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:

- Private Interview
- Evening Wear
- Lifestyle and Fitness in Swimsuit
- On-Stage Question
- Head-to-Head Competition (Use the process from the Preliminary Award Tie Breaking Procedure)

Ties Into the Top Five on the Final Night of a Multi-Night Pageant

Composite Attribute Score – The contestant with the highest Composite Score receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:

- Talent
- Evening Wear
- Lifestyle and Fitness in Swimsuit
- Head-to-Head Competition (Use the process from the Preliminary Award Tie Breaking Procedure)

Ties Within the Top Five on the Final Night of a Multi-Night Pageant

Highest Points going into the Top Five Competition – Even though the points received from the Composite Score and the Final Night On-Stage competitions are discarded after the Top Five contestants are announced, if a tie exists within the Top Five, the tied contestant with the highest point total from the Saturday Night On-Stage scores (including Composite) receives the higher placement. If a tie still exists, refer to the points of the tied contestants in this progressive order:

- Composite Attributes
- Talent
- Evening Wear
- Lifestyle and Fitness in Swimsuit
- Head-to-Head Competition (Use the process from the Preliminary Award Tie Breaking Procedure)

DO NOT DESTROY SCORE SHEETS OR TALLY SHEETS

IMMEDIATELY at the conclusion of the pageant, the Auditors place all score sheets and the tally sheet(s) in a sealed, dated and identified envelope for safekeeping at a predetermined location established by the STATE Board for a minimum of one year. Auditors and/or pageant officials cannot disclose to anyone any actual scores, whether total or individual scores, unless the outcome of the pageant is in dispute and an independent auditor has to review the results.
SICK JUDGE PROCEDURES

The “sick judge procedures or rules” are only used when one of the judges is not able to complete his or her duties throughout all of the competition phases.

**Case 1 – No Change in number of judges throughout all of the competitions**

- In this case, all judges complete all phases of competitions.
- Judges score each phase of competition, with each contestant’s high and low score in each phase of competition dropped by the auditors.
- The remaining scores are added together and multiplied by the weight of the competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2; 15% by 1.5; 5% by 0.5).
- The judging process determines the Top Five contestants – this is different for Single Night and Multi-Night Pageants and pageant officials and auditors should follow all prescribed rules.
- Once the Top Five contestants have been determined, each judge will rank the contestants on a Final Ballot. Each judge will take all phases of competition into consideration and rank the Top Five contestants in the order the judge believes the top five contestants should place. The Top Five contestant’s high and low score ARE NOT DROPPED on the Final Ballot and the points for each ranking placement have been predetermined.
- Only the points from the Final Ballot determine the outcome of the pageant.

**Case 2 – A Judge begins, but does not complete the first phase of competition**

- The auditors must discard the scores of the judge who had to leave DURING the FIRST phase of competition.
- If the original panel had only five judges, the high and low scores ARE NOT dropped and the pageant proceeds with four judges. If the original panel had either six or seven judges, the high and low scores ARE still dropped.
- The remaining scores are added together and multiplied by the weight of the competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2; 15% by 1.5; 5% by 0.5).
- Follow the last three bullets in Case 1 regarding the Final Ballot.

**Case 3 - A judge completes at least one competition, but does not complete any others**

- The scores of the “sick judge” are NOT discarded for those COMPLETED phases of competition. However, if the judge had to leave in the middle of a competition, all scores for that particular competition are discarded.
- All remaining competitions are adjusted to represent the original number of judges. Please see the three scenarios below to learn how to properly adjust the scores for the particular number of judges of the panel in question.

**If the Original Panel had Five Judges** – In the remaining phases of competition, the high and low scores are NOT dropped. All scores are added together and multiplied by 0.75 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2; 15% by 1.5; 5% by 0.5). The reason for this is because, in a normal situation with 5 judges, the high and low score for each contestant would be discarded and that would leave three scores. In this case, the high and low have not been dropped and all four scores have counted. The auditor must multiply the score by 0.75 to adjust those points to equate those four scores to the three judges’ scores that are necessary to duplicate the results of a five-judge panel.
If the Original Panel had Six Judges – In the remaining phases of competition, the high and low scores ARE still dropped. The remaining scores are added together and multiplied by 1.33 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2; 15% by 1.5; 5% by 0.5). In a normal situation, the high and low scores for each contestant would be dropped and the auditors would add together the four remaining scores. When a judge leaves after completing at least one phase of competition, each contestant’s high and low score in each phase of competition are still dropped, leaving three scores for the auditors to add together. Once these three scores are added together, the auditors will then multiply that total by 1.33 to equate those three scores to the four scores that are necessary to duplicate the results of a six-judge panel.

If the Original Panel had Seven Judges – In the remaining phases of competition, the high and low scores ARE still dropped. The remaining scores are added together and multiplied by 1.25 and then multiplied by the weight of competition (a phase of competition worth 30% of the score is multiplied by 3; 25% by 2.5; 20% by 2; 15% by 1.5; 5% by 0.5). In a normal situation, the high and low scores for each contestant would be dropped and the auditors would add together the five remaining scores. When a judge leaves after completing at least one phase of competition, each contestant’s high and low score in each phase of competition are still dropped, leaving four scores for the auditors to add together. Once these four scores are added together, the auditors will then multiply that total by 1.25 to equate those four scores to the five scores that are necessary to duplicate the results of a seven-judge panel.

Follow the last three bullets in Case 1 regarding the Final Ballot.

Rules Regarding Final Ballot

- UNDER NO CIRCUMSTANCES are the point totals of the Final Ballot affected by the sick judge rule. Regardless of the number of judges the pageant originally started with, the final outcome of the pageant is determined by adding together the points from the Final Ballot. The highs and lows on the Final Ballot are never dropped and never multiplied by any weighted factor.


Multi-Night Pageants
Multi-Night Competition Computer Tally Sheet with Preliminary & Final Night tabs (one CD for auditors)
Multi Night Competition Manual Tally Sheet with Preliminary & Final Night tabs (one tally sheet for auditors)

Single Night Pageants
Single Night Competition Computer Tally Sheet (one CD for auditors)
Single Night Competition Manual Tally Sheet (one tally sheet for auditors)

Winner Announcement Card
Runners-Up & Winner Announcement Card (folded in half with scholarship award amounts filled in by Judges Chair prior to the pageant)
MULTI-NIGHT PAGEANT
PRELIMINARY SCORING GUIDE

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
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<tbody>
<tr>
<td>BELOW AVERAGE</td>
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<tr>
<td>AVERAGE</td>
<td>4-6</td>
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<tr>
<td>ABOVE AVERAGE</td>
<td>7-9</td>
</tr>
<tr>
<td>PERFECT</td>
<td>10</td>
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Multi-Night Pageant

COMPOSITE SCORING GUIDE

“No, now that you have seen this contestant in all the phases of the competition, does she possess the skills, qualities, and attributes necessary to perform the job of this Titleholder?”

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>NO</td>
<td>6</td>
</tr>
<tr>
<td>PROBABLY NOT</td>
<td>7</td>
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<tr>
<td>MAYBE</td>
<td>8</td>
</tr>
<tr>
<td>PROBABLY YES</td>
<td>9</td>
</tr>
<tr>
<td>YES</td>
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Multi Night Pageant

**FINAL NIGHT SCORING GUIDE**

“In this phase of the competition, does this contestant possess the skills, qualities, and attributes to be the Titleholder?”

<table>
<thead>
<tr>
<th>Response</th>
<th>Score</th>
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<tbody>
<tr>
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<tr>
<td>PROBABLY NOT</td>
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<td>MAYBE</td>
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<tr>
<td>PROBABLY YES</td>
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<td>YES</td>
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**SINGLE NIGHT PAGEANT SCORING GUIDE**

<table>
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<th>Category</th>
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<tr>
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<tr>
<td>AVERAGE</td>
<td>4-6</td>
</tr>
<tr>
<td>ABOVE AVERAGE</td>
<td>7-9</td>
</tr>
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<td>PERFECT</td>
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Since the Judges Worksheets and Auditors Computer and Manual Tally Sheets are sizes 11”x14,” they are available on the MAO Judging Disc and Resource Portal at www.maoproperties.com for you to download to your computer or to print for distribution.

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</tbody>
</table>

To download the actual Judges Worksheets for Single and Multi-Night Pageants go to the Judges tab at www.maoproperties.com.
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Contestant Groups & Organization Official’s Contact Information