



Miss Gay USofA
Miss Gay USofA Classic
Miss Gay USofA At Large
Miss Gay USofA Newcomer
Mr. Gay USofA
Mr. Gay USofA At Large
Mister USofA MI
Mister USofA MI Classic
Miss DIVA USofA

USofA Pageants

1713 Garden Road #2
Pearland, TX 77521-8732
832-425-1240 - office
281-617-7788 - fax
office@usofa.org
www.usofa.org

*** PROMOTER'S CHEAT SHEET ***

As a promoter, we understand that throughout the year, there are many demands on your time, but most especially as the time for your preliminary nears. We have created this "cheat sheet" in order to aid you in your planning so that you are aware of what we need from you and when we need it. All documents are located at www.usofa.org/promoter

Complete after signing/renewing your franchise agreement:

- Review Rules Governing Preliminaries, Trademark Policy, and Judge's Handbook

As soon as available send the following information to website@usofa.org:

- Preliminary Date
- Venue name, address, & website (if available)
- Contestant application fees (if any)
- Residency requirements (if any)
- Preliminary website link
- Facebook (group/page) and/or Twitter link
- Video/DVD purchase information

No later than 30 days prior to your preliminary (but recommended to send at least 90 days prior):

- Email Preliminary Posters to posters@usofa.org (can be more than one)
- Email Contestant Handbook to handbook@usofa.org
 - **** Both Posters and Handbooks must be approved prior to publishing.**

No later than 7 days after your preliminary is held:

- Email signed Pageant Certification of Results form to results@usofa.org. Contact the National Promoter of your division to see if you need to send it to them.
- Email signed Master Audit Sheet to scores@usofa.org.
- Email all Contestant Entry Forms to sburk@usofa.org
- Email all signed Titleholder Agreements to sburk@usofa.org

No later than 45 days after your preliminary is held:

- Mail at least one copy of the VHS/DVD of your preliminary as outlined in Rule 28 of the Rules Governing Preliminaries