



How to book Miss Florida 2011

- Booking requests should be received as far in advance as possible to the booking date. Bookings will be handled on a first come basis and are not confirmed until the Appearance Contract has been completed and received by the Miss Florida Pageant. **We do not confirm an appearance by email or telephone. All booking requests must be made to Miss Florida Pageant by contacting Mary Sullivan, Executive Director, at (305) 495-4323; E-Mail: Mary@missflorida.org; Fax: 305 667-2386**
- A booking fee of \$50.00 & chaperone's fee of \$50.00 will be added to each appearance unless waived by the Miss Florida Pageant.

How to use Miss Florida

- **Miss Florida** has an appropriate wardrobe suitable for every type of appearance and carries a supply of autograph cards..
- **Miss Florida** can spend **no more than four hours** on public appearances per booking and must be allowed sufficient time to keep herself well-groomed and fresh. Short appearances throughout the entire day are not permitted. Either the morning, afternoon, or evening must be left free for her personal privacy and rest. If additional time is required for any appearance, a fee of \$75 per hour will be charged. Miss Florida may not appear past 10:00 p.m. unless approved by MFP.
- **Miss Florida** will not be permitted to make any appearances that are not listed on the itinerary. **Miss Florida** may not appear at any group or group function which is not identifiable with the dignity and prestige of the Miss Florida Organization and the Miss America Organization.

How to pay for Miss Florida

**Fee Schedule (Booking Fee (\$50) & Chaperone's Fee (\$50) added to each appearance)
The Fee Schedule is for no more than 4 hours. If the time exceeds 4 hours, an hourly rate will apply. See below.****

Non profit organization, Schools	\$250
Social or civic event	\$350
Commercial Business	\$500

**An additional \$75.00 per hour will be charged for any time over four hours
Miscellaneous expenses - Including meals, lodging, and transportation. All lodging must be in a local hotel/motel. Lodging in homes is not allowed. The booking party must make arrangements for meals and lodging. If airline travel required, booking party must make all travel plans and purchase of tickets. If Miss Florida is driving to appearance, the estimated Gas Mileage is at \$0.45 per mile.

A special rate is extended to our official Local Pageants that wish to invite Miss Florida 2011 to their event as a special guest, host, performer, etc. Please contact Mary@missflorida.org for information on how you can book Miss Florida for your Local Pageant.

Contract for Appearance by Miss Florida 2011

Name of organization requesting appearance of Miss Florida: _____

Appearance Date: _____ Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: Office: _____ Cellular: _____ E-Mail: _____

Description of sponsoring group and purpose of event:

Miss Florida will be met at event by: (Name, Title, Contact #, E-Mail Address)

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

List details – if applicable: _____

Wardrobe Request: i.e. Business attire, Dressy Casual, Cocktail, Formal:

Lodging for Miss Florida and her traveling companion, (if required):

List name & address of Hotel, Confirmation number, accommodation dates:

Appearance itinerary (please complete in detail)

Event Start Time _____ Event End Time _____

Address where event will take place _____

Individual in charge of Event: _____ Contact #: _____

Expected audience size _____ What will be Miss Florida be expected to do:

Speak _____ Perform: _____ Sign Autographs: _____ Other: _____

Appearance limited to four hours – if additional time is requested, a sufficient break of at least two hours must be provided. Additional hours (after 4) are billed at the rate of \$75.00 per hour. Feel free to attach additional helpful information. We reserve the right to cancel any appearance should this form not be received in this office at least 5 working days prior to the scheduled event.

Signature: _____ Contact #: _____

Name: _____

Miss Florida Scholarship Pageant, Inc, 6800 Bird Road #351, Miami, Fl 33155
(305) 495 4323 or Fax to (305) 667-2386 (Cover Sheet must be attached to Mary Sullivan, Miss Florida Pageant)

(To be completed by Miss Florida Office)

Miss Florida Appearance Invoice

Appearance for: _____

Contact Name: _____

Address: _____

City, state, zip: _____

Day phone: _____ evening phone: _____

Date of confirmed appearance: _____

Type of appearance: _____

Appearance fee: \$ _____

Booking fee: \$ _____

_____ Miles @ \$0.45 per mile: \$ _____

Airline ticket: **Must be purchased by booking party if required.**

Total expenses: \$ _____

****Food, lodging, travel arrangements are provided by the booking party**

Advanced payment required before scheduled appearance unless otherwise approved by Mary Sullivan, Executive Director.



Make one check payable to: Miss Florida Pageant

Mail to: Miss Florida Pageant, 6800 Bird Road #351, Miami, Florida 33155

E-mail: mary@missflorida.org

Telephone: 305 495 4323 or Fax: 305 667-2386 (cover sheet must be attached to the attention of Mary Sullivan, Miss Florida Pageant)

*Thank you for your interest in booking
Miss Florida 2011!*