

# **Kentucky Festivals Preliminary Director Guidelines & Agreement**

Thank you so much for your interest in becoming a Preliminary Director for the Kentucky Festival Pageant (KFP) system! We're excited that you're considering joining our growing community of directors who are passionate about empowering contestants and giving back to their communities.

Please take a moment to read through the following guidelines to learn more about how our pageant system works and what's expected of our directors. We can't wait to work with you!

## **GENERAL RULES**

Below are a set of rules that everyone should know when putting on their preliminary pageants.

- You must require each contestant to fill out a contestant form for your specific pageant and must include the following:
  - 1) Name
  - 2) DOB/Age
  - 3) Email
  - 4) Texting Phone
  - 5) Mailing Address
- Contestants must reside in the state of Kentucky to compete in our state pageant.
- Contestants are permitted to attend other prelims within the state of Kentucky that are qualifying preliminaries for the KFP state finals but they will register for state with the FIRST preliminary pageant they qualify at. This is why submitting your winners quickly is key! We want contestants to enjoy meeting new directors and other contestants at other preliminary pageants.
- If you have a winner that you know has already qualified through a preliminary pageant first, you as the director do have the authority to bring the next in line up to qualify through your preliminary pageant as what we call a "new bid".
- Your prelim must be held one month before the date of the state pageant (the deadline) to qualify for the current KFP state finals. If it falls after this date, it will qualify for the following years' state finals.
- We are a more natural pageant system, NOT glitz. Please refer to the age rules for breakdown on what is permitted at our prelims and at the state level.

## **YOUR PAGEANT, YOUR RESPONSIBILITY**

Please note that you are in control of your prelim and are responsible for every part of the pageant! Below are things to remember when putting on your pageant that you will have to figure out on your own, but we are always here if you have questions.

- Your entry fees are your decision. "Typical" entry fees are \$50-100 with side awards anywhere from \$20-30.

- You decide how to do optional areas of competition, if any. This includes but is not limited to: side awards (best hair, best dressed, photogenic, personality), runway, and interview.
- You are responsible for your own crowns, sashes, and prizes. You can order crowns from us.
- You are responsible for finding 2-3 non-local judges, a tabulator, and an emcee (if you do not want to do it).
- We usually try to reimburse judges, emcees, and tabulators gas money along with giving them food/goodies/drinks/etc. while they are at our event.
- You MUST submit your pageant YEARLY and within a timely manner online. Web updates to the state office are your responsibility and your pages will not change unless you submit your current years' information.
- You are responsible for any taxes you may need to file on income you may have received, any liability insurance required from the venue you may be renting, and know you work as an independent contractor. We are not responsible for any required documentation, licensing, fees, insurance, and tax liability.

### **NON-NEGOTIABLES**

Below are a set of rules that will keep your pageants fair, non-biased, and maintain the integrity of your preliminary.

- No family member of a contestant can be staff or tabulator.
- Judges should not be related to a contestant that they are judging in any way.
- Judges should not be used in any other part of the pageant, this includes but is not limited to: registration, crowning, or concessions.
- Judges should not “mingle” with contestants or persons related to the contestants before the pageant.
- At no time will it be permitted that a director sends their own child, sibling, or direct relative to state representing their pageant. Directors or children of directors may attend state but must qualify through another preliminary.
- Contestants must advance from a “live” pageant. At no time may a director cancel their prelim and just nominate contestants to advance.
- Teen and Miss contestants must have never been married or have a child.
- The logo we provide will not be used on anything except the following: your entry form, any flyer for the pageant, or social media for that specific event. You may not sell items with the logo on them.

### **QUALIFYING FOR KFP STATE FINALS**

It is important to know who all can qualify for the state pageant, those titles are listed below.

- You may award a queen to qualify for state, as well as your 1<sup>st</sup> and 2<sup>nd</sup> runner ups (princess and duchess).
- Other awards qualifying for state can include: civic or community service awards, ambassador titles, overall supreme titles, humanitarian, and sponsorship awards.

- If your qualifying title winner passes on their opportunity to attend State, you may offer that bid to the next in line. This will help keep your state numbers up and make sure your preliminary is well represented at the state level.
- You MUST submit your winners' names within a week of your prelim. Contestants can only attend state if they qualify, and their information is submitted to us by you. We, at the state office, will email every qualifying contestant links to claim their spot and mail out physical paperwork as a reminder for them to register. Please note that you may submit your winners *before* we have the state information figured out so it may take a little bit for us to send them the information. It will be done once it is figured out.

### **KFP PRELIMINARY BREAKDOWN**

Our Kentucky Festival Prelim pageants are broken down as follows for your reference in helping you create your pageants:

- Age divisions (yours should be similar and compete age as of pageant day):
  - SESSION 1:
    - Mister: 0-18 months, 19 months-3 years, 4-7 years, 8-12 years
      - You do not have to have a Mister category
    - Baby Miss: 0-11 months
    - Toddler Miss: 12-23 months
    - Wee Miss: 2-3 years
    - Tiny Miss: 4-6 years
    - Little Miss: 7-9 years
  - SESSION 2:
    - Miss Preteen: 10-13 years
    - Miss Teen 14-16 years
    - Miss 17-23 years
    - Ms: 24-39 years (unmarried)
    - Mrs: 24-39 years (married)
    - Woman 40-55 years (married or unmarried)
    - Elegant 56+
    - Modern 18+ (dress size 14+)
- We crown the following in each of the age divisions:
  - Duchess/Duke – 2<sup>nd</sup> Runner Up
  - Princess/Prince – 1<sup>st</sup> Runner Up
  - Queen/King – Winner
- There is also the following supremes per session (note: this is just an example, you do not have to do this):
  - Personality – 5<sup>th</sup> highest overall
  - Beauty – 4<sup>th</sup> highest overall
  - Novice – 3<sup>rd</sup> highest overall
  - Mini – 2<sup>nd</sup> highest overall
  - Grand – highest overall

- We have the following optional areas of competition (note: this is just an example, you do not have to do this):
  - Charity
  - Runway
  - Theme Wear
  - Side Awards (best dressed, best hair, personality, photogenic)
  - Cover Model & Centerfold

### **KFP STATE BREAKDOWN**

Below is an outline on how KFP state finals will be broken down so that your preliminary pageant is similar.

- Age division (compete age as of Nov 1<sup>st</sup> of the state year):
  - SESSION 1:
    - Boys: 0-18 months, 19 months-3 years, 4-7 years, 8-12 years
    - Wee: 0-11 months, 12-23 months, 2 years
  - SESSION 2:
    - Little: 3 years, 4 years, 5 years, 6 years
  - SESSION 3:
    - Junior: 7 years, 8 years, 9 years
    - STAR (special needs division-must have a qualifying disorder)
  - SESSION 4:
    - Preteen: 10 years, 11 years, 12 years
    - Teen: 13 years, 14 years, 15 years, 16 years
  - SESSION 5:
    - Miss: 17-19 years, 20-23 years
    - Ms.: 24-39 years (unmarried)
    - Mrs.: 24-39 years (married)
    - Woman: 40-55 (married or unmarried)
    - Elegant: 56+
    - Modern Miss: 17-23 (dress size 14+)
    - Modern Woman: 24+ (dress size 14+)
- Every year a “Director of the Year” award will be presented to the director that has the most contestants from their preliminary pageant(s) at State. We hope that you attend state to cheer on your contestants and continue to guide them in their journey!

Please note that all Preliminary Directors are expected to uphold the standards and values of the Kentucky Festival Pageants system. If at any time the State Director feels that a Preliminary Director is not handling their pageant in a professional, fair, or respectful manner, the preliminary pageant will no longer be part of the KFP preliminary community.

CODE OF CONDUCT: If we receive complaints by contestants/guardians of contestants, we will address you, the director, and try to resolve the issue. If we get repeated complaints, that could result in the preliminary no longer being affiliated with KFP.

We strive on community service and truly believe It's More Than Just! Kentucky and/or AmeriFest will not be responsible for any damages, lost items, and/or injuries in the production of your prelim as a preliminary director. This includes Dianne Turner or any of her staff.

This contract can only be amended and/or revised by the state director (Dianne Turner).

I have read the above information fully and agree to the terms of being a KFP preliminary director.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRELIM DIRECTOR

\_\_\_\_\_  
STATE DIRECTOR

\_\_\_\_\_  
PRELIM DIRECTOR (if multiple)

***And do not forget to do good and to share with others,  
for with such sacrifices God is pleased.  
Hebrews 13:16***

