



National American Miss

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North/South Carolina Pageant **COVID-19 Action Plan**

IMPORTANT: IT IS OUR COLLECTIVE DESIRE TO PROVIDE A SAFE, FUN, AND REWARDING EVENT FOR YOU AND YOUR FAMILY. PLEASE READ ALL THE ACTION POINTS BELOW.

The procedures listed below supersede any action plan you have received in the past.

Updated: July 9, 2020

INTRODUCTION

Families are each making their own decisions on how to protect themselves. It is important that we respect each other's choices. Before engaging with another family, or allowing kids to get together, please have a brief conversation about what is an acceptable distance. The fact remains, we don't know each other's story. What you may feel is safe, may not be in the eyes of someone else. What is listed below are the steps that NAM is taking. You are encouraged and welcome to take whatever additional steps you desire to feel safe. We are all truly in this together.

GENERAL POLICIES

Facemasks

- Staff: Facemasks are required at all times
- Contestants & Families: Facemasks are required at all times
- Contestants will wear them at all times until they are about to go on stage, she will take it off, carry it with her on stage and put it back on right when she walks off stage.

Sanitizing around the hotel

- There will be sanitizing stations around the hotel to use at your convenience.
- The hotel staff will regularly be sanitizing door handles, restrooms, common surfaces, etc.

Limitations on the number of guests each contestant can have – **IMPORTANT, PLEASE READ**

- There will be a limit of **FIVE** guests per contestant
- At pageant check-in, each contestant will receive color coded wrist bands. Anyone entering any of the meeting rooms will be required to have a color coded wrist band that corresponds to the age division for the event taking place in that room.
- These will act as "passes" to get into any event, except the pageant finale. For the pageant finale, a guest will required to have an appropriate colored wrist band AND a finale ticket.
- Contestants do not need a wrist band
- Treat wrist bands like cash, they are not replaceable
- If you damage a wrist band, take it to the boutique to exchange

Temperature Checks & Symptoms Screening

- Staff: Each morning, NAM staff will be required to have their temperature taken and answer questions to determine if they are exhibiting any symptoms.
- Contestants & Families: There will be a thermometer in the NAM boutique where anyone will be able to go and have their temperature taken.

Lines & Queues

- For any event that there is a queue formed, we will have stickers placed on the floor 6' apart so people know where to stand in order to maintain social distancing.

Ballroom seating & Social Distancing

- We are laying out the ballroom seating so that there is 6' between each row. Families will be required to keep FOUR chairs empty between themselves and the next family. – **IMPORTANT, PLEASE READ**

Water Stations

- The hotel will not be able to put water stations around the hotel. You are encouraged to bring a water bottle that you can refill and carry around with you.

NAM Boutique

- There will be stickers on the floor indicating when it is your turn to enter the boutique.
- A limited number of people will be allowed in the NAM boutique at once.

Dressing Room

- There will be a chair for each contestant. The chairs in the dressing room will be spaced 6' apart.

Pictures

- Please avoid contact with other families. For this reason, please do not ask other contestants or the queens to take a picture.

Escorts for Formal Wear – **IMPORTANT, PLEASE READ**

- You have to have your own escort. In the past, we invited dads volunteer to escort contestants who didn't have one. This year each contestant will be required to have her own escort. This can be her mom, sister, aunt, dad, brother, grandfather, grandmother. Anyone can be her escort, male or female, as long as they are a member of her family. To avoid person to person contact between families, we will not be able to provide volunteer escorts.

Community Involvement: Books & School Supplies Donations – **IMPORTANT, PLEASE READ**

- All donations should be made to your local schools, libraries, or charities in your area.
- Do not bring any donations to pageant check-in due to COVID19.
- It is so important to learn to be lifelong volunteers to help our communities, especially during times like these.
- We trust that you will donate and serve willingly.

Stage

- After every girl walks on stage, the hand rails will be sanitized
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EVENT SPECIFIC DETAILS

Pageant Check-In

- Please wear a mask
- Only one parent/guardian may accompany the contestant to the crash course.
- There will be stickers 6' apart on the floor indicating where to line up.
- We will have new available pens for each family to use if they need to fill anything out.
- If you are paying with a credit/debit, the card machine will be sanitized before you use it.
- Stations – The number of stops at check-in have been reduced
- Please sanitize your hands before turning in any forms
- There will be a line on the floor at each station, to maintain social distancing, please stay behind the line.
 - Station 1
 - Receive your color coded wrist bands that you will need to get to any event except the finale.
 - Add or remove any optional contests
 - Purchase tickets for the pageant finale (up to the limited to the number of guests for your age division (see page 2 of this document)
 - Remember everyone except the contestant needs a ticket to attend the finale.
 - Escorts are not used during the finale, so if you escort chooses to attend the finale, they will need a ticket too.
 - Settle any balance on your account
 - Station 2
 - Turn in the rest of your forms
 - Turn in your Emcee Card
 - Resume Form
 - Community Involvement Form
 - Any optional contest cards (talent, art, casual wear, academic achievement, etc.)
 - Photo(s) for photogenic optional contest
 - Station 3
 - Get your number badge
 - Get finalized schedule
 - Station 4
 - Visit with the pageant photographer
 - If you entered top model, get your photoshoot time

Orientation

- In order for everyone to have a chair in the ballroom, while observing social distancing, only one parent/guardian may accompany the contestant to orientation.

Crash Course

- In order for everyone to have a chair in the ballroom, while observing social distancing, only one parent/guardian may accompany the contestant to the crash course.

Get Acquainted Party

- Contestants attending the get acquainted party, will be broken down in to groups of 10 and will have a bunch of little "mini-parties" around the room.
- In order for everyone to have a chair in the ballroom, while observing social distancing, only one parent/guardian may accompany the contestant to the party.

Formal Wear & Personal Intro Rehearsal

- Because the rehearsal room is smaller and in order for everyone to have a chair in the ballroom, while observing social distancing, only the contestant and her escort OR one parent/guardian will be allowed to attend the rehearsal.

Dance # Rehearsal

- Because the rehearsal room is smaller and in order for everyone to have a chair in the ballroom, while observing social distancing, **only one parent/guardian may accompany the contestant to the rehearsal.**

On-Stage Optional Contests

- The ballroom will be open to anyone with a color coded wristband for that age division.
- **Limited to the number of guests for your age division** (see page 2 of this document)

Formal Wear & Personal Introduction

- The ballroom will be open to anyone with a color coded wristband for that age division.
- You will line up with your escort, remember you have to have your own escort. To avoid person to person contact between families, we will not be able to provide volunteer escorts.
- A queen or staff person will be on stage to adjust the mic as needed and/or sanitize the mic between girls if needed.
- **Limited to the number of guests for your age division** (see page 2 of this document) – YOUR ESCORT DOES COUNT AS ONE OF THE GUESTS - **IMPORTANT, PLEASE READ**

Interview Resume

- Contestants will not hand their resume to each judge during interview.

Top Model

- Contestants will wait in chairs outside the photography room for their scheduled time. The chairs will be spaced 6' apart.
- In order for everyone to have a chair in the ballroom, while observing social distancing, **only one parent/guardian may accompany the contestant to the party.**

Final Rehearsal

- Because the rehearsal room is smaller and in order for everyone to have a chair in the ballroom, while observing social distancing, **only one parent/guardian can accompany the contestant to the rehearsal.**

Finale

- The ballroom will be open to anyone with a color coded wristband for that age division and has a finale ticket.
- Production #/Dance #: The dance will be designed so that the number of contestants on stage will allow for social distancing. Contestants will come on stage in small group, perform their dance, then go off stage, then the next group will come on.
- During the awards ceremony, rather than having all the girls on stage at once, they will be in social distanced seats and will come on stage one by one if their name is called for an award.
- We will have a prop trophy on stage to use for the awards ceremony as each contestant gets her picture taken. Any awards that you won will be handed out after the pageant finale in the foyer of the ballroom.
- **Limited to the number of guests for your age division** (see page 2 of this document)

EVENT SPECIFIC DETAILS – For Staff

General Guidance

- Wear a mask at all times unless speaking in front of an audience
- Sanitize your hands frequently
- Avoid touching your face
- If there are hand rails on the stage stairs, wipe them down often
- Princess & Jr. Pre-Teen never go anywhere or lineup alone to make sure they social distance

General Changes

- Resumes will not be used for interview and should be given back with everything else at the conclusion of interview
- Boutique
 - There will be floor stickers, people will move from spot to spot to check out at the end of the line
 - The number of people allowed in the boutique will be the same as the number of floor stickers that fit in the room
- Seating
 - Overall and optional events: Limited to the number of guests for your age division (escort counts as one of the guests)
 - All other events 1 guest per contestant
 - Must leave 4 seats between each group of contestant's guests

Check-In

- Head Check-In
 - Order forms will not be handed out in advance. We will have a staff person standing behind the head check-in tables and will get the form for each girl as she comes up to the table.
 - Wipe down CC machine after each use
 - Fill out "What's Required Sheet"
 - Give them a new pen to use
 - Sanitize your hands after each contestant

All other Stations

- Have the contestant place items on the table. Before you touch them, look them over to make sure they don't need to fill anything else out. We want to avoid touching things and passing them back and forth.
- Ask the contestant for their "Required Check-List"
- Confirm they have all their items
- Attached her label to file folder
- Put all her items in the file folder
- Sanitize your hands after each contestant

Crash Course

- Wear a mask unless on stage speaking
- Need a staff person at the door to make sure each contestant only has one guest
- When lining up the girls, make sure they social distance
- For PR and JP have a guardian stand in line with them to keep them separated
- When practicing FW & PI don't have more than 12 girls in line waiting
- When practicing PI, put the mic in a stand and wipe mic screen down after each contestant
- When practicing interview, keep 6' between contestant and staff doing the mock interview
- Wipe down MC mic in-between speakers

Get Acquainted Party

- Wear a mask
- Need a staff person at the door to make sure each contestant only has one guest
- Break groups down into mini-parties
- Only do activities that allow for social distancing
- Wipe down MC mic in-between speakers

Orientation

- Things will be pretty normal
- Need a staff person at the door to make sure each contestant only has one guest
- Wipe down MC mic in-between speakers
- We will not be throwing out shirts this year

Formal Wear & Personal Intro Rehearsal

- Wear a mask unless on stage speaking
- Need a staff person at the door to make sure each contestant only has one guest
- When practicing FW & PI don't have more than 12 girls in line waiting
- When lining up the girls, make sure they social distance
- For PR and JP have a guardian stand in line with them to keep them separated
- When practicing PI, put the mic in a stand and wipe mic screen down after each contestant
- Wipe down MC mic in-between speakers
- For PR and JP personal intro please make sure to teach the parents to wait in line with them until they are about to go on stage and then pick them up screen side

Dance # Rehearsal

- Wear a mask unless on stage speaking
- Need a staff person at the door to make sure each contestant only has one guest
- When lining up the girls, make sure they social distance
- For PR and JP have a guardian stand in line with them to keep them separated
- Wipe down MC mic in-between speakers
- The dance is two lines of six contestants per line
- All contestants walk on podium side and exit screen side

On-Stage Optional Contests

- Lay the cards out on the chairs leaving 4 empty chairs between each girl
- Do not let the contestant touch her card. When she arrives have her find her chair and take the card off of the chair for her and put it in order
- For talent
 - Wipe down the handheld mic after a contestant uses it
 - Wipe down the headset mic after a contestant uses it
 - Wipe down the piano after a girl uses it
- For spokesmodel
 - Wipe down the podium and MC mic between each contestant
- For actress
 - A staff person needs to be on stage to adjust the mic for each contestant
 - A staff person needs to wipe down the microphone screen after each contestant

Formal Wear & Personal Intro (Princess & Jr. Pre-Teen)

- Formal Wear
 - Put the cards out as normal, but leaving 4 chairs between each pair (escort & contestant)
 - Do not let the contestant touch her card. When she arrives have her find her chair and take the card off of the chair for her and put it order
 - Don't have more than 12 girls in line waiting
 - No volunteer escorts, contestant must have their own
- Personal Intro
 - Use the chairs in the dressing room to line the contestants up.
 - A parent/guardian must stay with them whole time until they are about to go on stage
 - Each parent/guardian should go around the back of the stage and meet their contestant at the stairs on screen side.
 - If they are getting a spotlight or SOFA award, the parent/guardian must stay in the chairs with them

Formal Wear (Pre-Teen, Jr. Teen & Teen)

- Put the cards out as normal, but leaving 4 chairs between each pair (escort & contestant)
- Do not let the contestant touch her card. When she arrives have her find her chair and take the card off of the chair for her and put it order
- Don't have more than 12 girls in line waiting
- No volunteer escorts, contestant must have their own

Interview (Princess & Jr. Pre-Teen)

- We will need 2 chairs per contestant, one for the contestant, the other for parent/guardian
- Lay the cards out on the chairs leaving 4 empty chairs between each pair
- Do not let the contestant touch her card. When she arrives have her find her chair and take the card off of the chair for her and put it order
- Take the girls to the interview waiting area in small groups
- The parent/guardian will accompany her to the interview room and will wait for her outside the room to escort her back to the ballroom

Personal Introduction & Interview (Pre-Teen, Jr. Teen & Teen)

- Put the cards out as normal, but leaving 4 chairs between each contestant
- Do not let the contestant touch her card. When she arrives have her find her chair and take the card off of the chair for her and put it order
- Don't have more than 12 girls in line waiting
- Take the girls to the interview waiting area in small groups

Top Model

- These procedures are under the purview of the photographer

Final Rehearsal

- Wear a mask unless on stage speaking
- Need a staff person at the door to make sure each contestant only has one guest
- When lining up the girls, make sure they social distance
- During the finale, PR & JP will have a parent/guardian stand in line with them to keep them separated
- Wipe down MC mic in-between speakers
- All awards will be work like princess, they will sit in chairs and wait to be called on stage
- There will be a trophy on a stand that she will get her picture taken with
- Princess and Jr. Pre-Teen will have a parent/guardian sit with them in the chairs during the finale
- Since there will be so few contestants on stage for the dance #, line them up via contestant #

Finale

- Pre-Show
 - The girls will meet in the dressing room like normal
 - PR & JP will have a parent/guardian stay with them the whole time
 - Be sure to keep everyone social distanced
- Dance #
 - Everyone enters podium side
 - They come on in waves of 6
 - Each group starts on the back row
 - Each group will do the dance again on the front row
 - Everyone exits screen side
 - PR and JP are required to have a parent/guardian escort them to the dressing room
- Parade of Formal Wear
 - While wearing gloves, lay out the state finalist trophies/medallions on the table
 - Let each contestant pick up her own state finalist trophy/medallion, do not hand it to her
 - Do not have more than 12 girls in line waiting to go on stage
 - Lead them the contestant seating area, keeping 4 chairs between each contestant
- Awards
 - All awards will work like princess, they will sit in chairs and wait to be called on stage
 - There will be a trophy on a stand that she will get her picture taken with
 - Princess and Jr. Pre-Teen will have a parent/guardian sit with them in the chairs
 - If someone touches the trophy, a staff member needs to wipe it down between awards
- Top 10
 - While wearing gloves, lay out the roses on the table
 - Let each contestant pick up her own rose, do not hand it to her
 - Princess & Jr. Pre-Teen will have to have a parent come back stage with her
 - Keep the top 10 social distanced back stage
 - When sending them on stage put 5 on the front row and five on the back row
- Farewell
 - The queen will be on stage alone
 - Only her family/guests come on stage
 - No royalty, not even her sister queens can come on stage NO EXCEPTIONS
- Top 5
 - This is the only time during pageant weekend a queen will get close to contestants
 - A gloved and masked staff person will take the trophy and roses on stage to give to the queen
 - If a girl is in the top 5, she will come forward get her trophy and roses and go back to her spot
- Crowning
 - This is the only time during pageant weekend a queen will get close to contestants
 - A gloved and masked staff person will take the trophy, crown, banner, and roses on stage to give to the queen
- Pictures
 - Once the crowning is over, the girls not in the top 5 will be escorted off stage
 - The top 5 will be social distance spaced out on the back row
 - We will not do a court photo
 - Each top 5 will get her picture alone in front of the logo
- Trophy pickup
 - If a girl won any awards, they will be picked up at a table outside the ballroom. We will have them pre-packaged and ready for them to take home