

## Instructions for Filling out Pageant Contract

PLEASE NOTE: Once you have filled in the information below, you will notice that the rest of the contract has been automatically filled in many areas. This will only happen if you remember to press the **enter key** after each of the entries. This makes completion of this document much easier however, the contract document is unable to be saved once you have added your information. You should print out your completed contract and read through it for errors before you close the document.

IMPORTANT: You must physically initial the bottom of each page of your contract.  
Your contract must be notarized.

- 1- Open the "Contract" attachment in your e-mail.
- 2- Click anywhere on the contract. After a few seconds, a box will come up titled "Cannot Save Form Information." Click the "close" button.
- 3- Open the Contract Page 1 Sample as a reference. Fill in the highlighted areas of the actual contract according to the way they are done in the sample. After you type in the name of the Organization, press Enter, and it will automatically fill in the name of the Organization throughout the contract and when you type in the name of the Pageant, press Enter, the same will happen throughout the contract. The title year is 2012.
- 4- Print out the Local Guide for preparing the contract before beginning to fill in anything on the contract.

REMEMBER! Read through your contract before closing the file as your entries cannot be saved. One option is to fill out a few pages at a time, print them, and go back later to fill out the rest and print them out, as you have the time. Keep in mind the due date is Dec. 17, 2011.

You must physically initial the bottom of each page of your contract.  
You must have your contract notarized.

Please read the contract carefully. If you are unsure about anything on the contract, or have ANY questions, please feel free to e-mail me:

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