

18 – 12 WEEKS

COMPETITION CHECK LIST

COMPLETED	DUE DATE	TASK/TO DO	CONFIRMED	OTHER INFO	NOTES	VENDOR
	12 – 18 weeks prior	SELECT Competition Date & Divisions to Compete in				
	12 – 18 weeks prior	ESTABLISH BUDGET and create binder				
	12 – 18 weeks prior	Begin SOLICITING Sponsorship				
	12 – 18 weeks prior	Determine COMPETITION SWIMSUIT(S) Secure deposit/ purchase				
	12 – 18 weeks prior	MS. BIKINI: Select SPORTSWEAR Apparel & Order including: clothing, props, shoes, etc.				
	12 – 18 weeks prior	MODEL: Select CLUBWEAR Apparel & order including: shoes, jewelry, etc.				
	12 – 18 weeks prior	MODEL: Select SPORTSWEAR Apparel & order including: clothing, props, shoes, etc.				
	12 – 18 weeks prior	MODEL: Select BIKINI & order including: jewelry, etc.				
	12 – 18 weeks prior	FITNESS: Decide on routine theme – order music				

18 – 12WEEKS

COMPETITION CHECK LIST

COMPLETED	DUE DATE	TASK/TO DO	CONFIRMED	OTHER INFO	NOTES	VENDOR
	12 – 18 weeks prior	FITNESS: Decide on routine outfit & put down deposit				
	12 – 18 weeks prior	FITNESS: Locate Choreographer				
	12 – 18 weeks prior	ORDER: Clear Heels for Competition: M-BROOK 5"				
	12 – 18 weeks prior	ORDER: On-Stage Hi Definition Color By Jan Tana				
	12 – 18 weeks prior	PURCHASE: Round puffs for tanning application				
	12 – 18 weeks prior	ORDER: No Slide Bikini Bite				
	WEEKLY starting 12 – 18 weeks prior	Start taking weekly photos: front, side, & back for progress documentation				
	WEEKLY starting 12 – 18 weeks prior	FITNESS: Learn routine & begin practicing – video				
	WEEKLY starting 12 – 18 weeks prior	Start practicing walking in heels / athletic wear for each division				
	WEEKLY starting 12 – 18 weeks prior	Start practicing posing if doing Figure				
	WEEKLY starting 12 – 18 weeks prior	Start practicing "gig" if using props for bikini division				

10 – 4 WEEKS

COMPETITION CHECK LIST

COMPLETED	DUE DATE	TASK/TO DO	CONFIRMED	OTHER INFO	NOTES	VENDOR
	8 – 10 weeks out	Register for competition(s) purchase tickets & make copies				
	8 – 10 weeks out	Select photos for submission with application				
	8 – 10 weeks out	Locate local prep camp (if possible) & enroll				
	8 weeks out	Contact seamstress regarding swimsuits, costumes – confirm due date, etc.				
	WEEKLY starting 8 weeks out	Start videotaping self walking in heels. Include videotaping “gigs” as well				
	8 weeks out and 4 weeks out	Set up appointment with makeup artist – establish “looks” for each outfit (Take photos of looks)				
	8 weeks out and 4 weeks out	Set up appointment with hairstylist to establish “looks” for each outfit (Take photos of looks)				
	6 – 8 weeks out	Start testing tanning products				
	6 – 8 weeks out	BOOK hotel (request refrigerator if possible), airfare, transportation				
	4 – 6 weeks out	BOOK hairstylist for day of show				
	4 – 6 weeks out	BOOK makeup artist for day of show				
	4 – 6 weeks out	BOOK spray tan session if applicable				
	4 – 6 weeks out	PRACTICE, PRACTICE, PRACTICE The key to success!!				

6 WEEKS – 3 DAYS PRIOR

COMPETITION CHECK LIST

COMPLETED	DUE DATE	TASK/TO DO	CONFIRMED	OTHER INFO	NOTES	VENDOR
	4 – 6 Weeks out	ADHERING TO DIET IS A MUST!!				
	4 weeks out	Review competition itinerary / schedule of events				
	2 – 4 weeks out and again if needed	DRESS REHEARSAL in ATTIRE and walking videotape with an audience				
	2 weeks out	Start creating a checklist of items to pack Refer to travel check list				
	8 days out	WAX				
	1 week out	CONFIRM hotel, airfare, transportation, and all other appointments booked				
	1 week out	FITNESS: Make 2 extra back up copies of routine music to carry to competition				
	1 week out	Print ALL confirmation numbers, registration receipts, entry applications, etc. and place in “competition” folder				
	3 days prior	MANICURE/PEDICURE American or French				
	3 days prior	PACK ALL competition outfits including shoes, etc. and place in “competition” suitcase Also include back up copies of music and competition folder in suitcase (see above) This bag will ALWAYS be carried on the plane NEVER check this bag				

