

GayDays® Miss GayDays® Pageant Producer

Department: Entertainment / Pageant Production

Reports To: GayDays® Executive Producer / Owner

Works Closely With: Entertainment Creative Director, VIP Events Producer, Stage Manager, Mr. GayDays® Leather Producer, Ambassador Lead & GayDays® Production Team

Event: GayDays® Orlando

Position Overview

The **Miss GayDays® Pageant Producer** is responsible for the planning, organization, contestant management, and successful execution of the Miss GayDays® Pageant.

The Producer oversees the pageant from the beginning of contestant recruitment through registration, preparation, rehearsals, judging, the live competition, crowning, and post-pageant responsibilities.

This position should approach Miss GayDays® as a **professional title competition**, not simply a drag show. The Producer is responsible for creating an organized, fair, exciting, and prestigious competition where every contestant understands the rules and has an equal opportunity to compete for the title.

The Producer must remain **neutral and impartial** throughout the competition and protect the integrity of the Miss GayDays® title.

Contestant Recruitment & Promotion

The Producer is responsible for actively recruiting contestants for the Miss GayDays® Pageant.

Responsibilities include:

- Promote contestant registration through GayDays® social media and other approved marketing channels.
- Develop contestant recruitment posts and provide information to the GayDays® marketing team.
- Encourage qualified entertainers to participate.
- Answer questions from prospective contestants.
- Promote the benefits and responsibilities associated with becoming Miss GayDays®.
- Monitor registration progress and communicate recruitment needs to GayDays® leadership.

- Work toward having a strong and diverse field of contestants.

Contestant Registration

The Producer is responsible for ensuring every contestant has properly completed the registration process before participating.

This includes:

- Confirm each contestant has submitted the required application.
- Verify that the contestant has **paid the required registration/entry fee**.
- Confirm required photos, biographies, music, forms, agreements, and other materials have been submitted.
- Maintain an accurate contestant roster.
- Communicate deadlines clearly and consistently.
- Follow up regarding missing materials.
- Ensure contestants understand that registration requirements and deadlines apply equally to everyone.

No contestant should be permitted to compete without completing the required registration process unless an exception has been specifically approved by the Executive Producer / Owner.

Contestant Communication & Expectations

The Producer must ensure contestants have a **clear understanding of what is expected before they arrive at GayDays®**.

Contestants should receive information regarding:

- Competition categories
- Judging criteria
- Scoring
- Required appearances
- Registration deadlines
- Music and media submission deadlines
- Rehearsals

- Call times
- Wardrobe and dressing-area expectations
- Contestant conduct
- Pageant schedule
- Awards and prizes
- Responsibilities of the winner
- Promotional-code opportunities
- Post-crowning obligations

Rules should not change unexpectedly once the competition has begun unless required for safety or another significant operational reason and approved by GayDays® leadership.

Contestant Meetings

The Producer will conduct contestant meetings throughout the planning process.

Meetings may be held **virtually before GayDays® and in person during event week.**

The Producer should:

- Conduct an initial contestant orientation.
- Review competition rules and expectations.
- Explain scoring and judging procedures.
- Answer contestant questions.
- Conduct pre-pageant meetings and rehearsals.
- Provide updates when information changes.
- Conduct a final contestant meeting before the competition when appropriate.

Important information provided to one contestant should generally be made available to **all contestants** to maintain fairness.

Contestant Advice & Neutrality

The Producer should be available as a resource to contestants and may provide advice regarding pageant preparation, GayDays® expectations, logistics, and competition requirements.

However, the Producer must remain **neutral and impartial**.

The Producer should:

- Provide equal access to information.
- Never coach one contestant in a way that creates an unfair competitive advantage.
- Avoid expressing favorites or predictions.
- Never attempt to influence judges.
- Avoid discussing confidential scoring or judging conversations with contestants.
- Treat contestants consistently and professionally.
- Disclose any personal or professional relationship that could create the appearance of favoritism.
- Immediately bring conflicts of interest to the Executive Producer / Owner.

The Producer's role is to help **every contestant arrive prepared**, not to help select who wins.

Contestant Reservation Codes

Contestants should be encouraged to promote GayDays® and generate hotel reservations using their assigned contestant codes.

The Producer will:

- Make sure contestants understand how their codes work.
- Encourage contestants to promote their participation and reservation codes through social media and personal networks.
- Remind contestants of any incentives or competition benefits associated with reservations generated through their codes.
- Work with GayDays® leadership to communicate reservation-code results when appropriate.
- Encourage contestants to represent GayDays® positively while promoting their participation.

Judges & Judging

The Producer will work collaboratively with the **Entertainment Creative Director, VIP Events Producer, and Mr. GayDays® Leather Producer** when selecting potential judges.

The judging panel should be knowledgeable, professional, diverse, and as impartial as reasonably possible.

Responsibilities include:

- Identify and recommend qualified judges.
- Review potential conflicts of interest.
- Confirm judge availability.
- Provide judges with competition rules and scoring criteria.
- Conduct a judges' orientation before competition begins.
- Explain what judges should consider within each category.
- Ensure judges understand scoring procedures.
- Protect the confidentiality of judges' scores and deliberations.
- Coordinate collection and verification of score sheets.
- Establish procedures for ties, penalties, withdrawals, or scoring discrepancies before the competition whenever possible.

Final judge selections should follow the approval process established by GayDays® leadership.

Budget Management

The Miss GayDays® Producer is responsible for operating the pageant **within the budget established by GayDays® leadership**.

The Producer should maintain awareness of costs associated with:

- Crown
- Sashes
- Awards
- Prizes
- Contestant gift bags

- Judges
- Props
- Stage décor
- Dressing areas
- Printing and supplies
- Pageant materials
- Other approved expenses

Expenses or commitments outside the approved budget must receive authorization from the Executive Producer / Owner before GayDays® is financially committed.

Crown, Sashes, Awards & Prizes

The Producer is responsible for making sure all awards are ready well before pageant day.

This includes:

- Miss GayDays® crown
- Winner sash
- Placement sashes when applicable
- Trophies or awards when applicable
- Cash or sponsored prizes
- Contestant gift bags
- Sponsor-provided prizes
- Other approved recognition items

The Producer should inspect these items before the event rather than discovering missing or damaged awards immediately before crowning.

Contestant Gift Bags

The Producer will coordinate contestant gift bags when included in the pageant program.

Responsibilities may include:

- Determine appropriate gift-bag contents within budget.
- Coordinate approved sponsor contributions.

- Assemble or oversee assembly of gift bags.
- Make sure every contestant receives comparable items.
- Ensure sponsor commitments associated with gift bags are fulfilled.

Stage Décor, Props & Pageant Presentation

The Producer will help develop the visual presentation of the Miss GayDays® Pageant in coordination with the **Entertainment Creative Director and Stage Manager**.

Responsibilities include:

- Develop stage décor concepts.
- Coordinate approved props.
- Determine contestant entrance and presentation needs.
- Coordinate crown and sash presentation.
- Plan the crowning moment.
- Ensure décor and props remain within budget.
- Confirm stage elements are safe and do not interfere with technical operations.
- Help create a pageant environment that feels polished, celebratory, and worthy of the Miss GayDays® title.

Dressing Rooms & Contestant Areas

The Producer is responsible for coordinating appropriate contestant preparation areas.

This includes:

- Establish dressing areas before contestant arrival.
- Assign dressing locations when necessary.
- Provide adequate preparation space based on available facilities.
- Clearly identify contestant-only areas.
- Coordinate access to mirrors, tables, chairs, garment areas, electrical power, and other reasonable needs when available.
- Establish expectations regarding cleanliness and personal belongings.
- Coordinate backstage access with the Stage Manager.

- Ensure dressing areas remain organized and reasonably secure.
- Make sure dressing areas are left clean following the pageant.

Rehearsals

The Producer will conduct pageant rehearsals in cooperation with the Stage Manager and Entertainment Creative Director.

Rehearsals should address:

- Contestant entrances and exits
- Stage positions
- Category order
- Introductions
- Microphone procedures
- Music cues
- Question-and-answer procedures
- Award presentations
- Crowning
- Winner photographs
- Emergency or unexpected situations

Contestants should leave rehearsal understanding exactly how the live competition will operate.

Pageant Operations

During the competition, the Producer is responsible for protecting the integrity and organization of the pageant.

The Producer should:

- Confirm all contestants are present.
- Confirm judges are present and prepared.
- Verify awards, crown, sashes, and prizes are ready.
- Coordinate with the Stage Manager before opening the house.

- Ensure contestant order and competition procedures are followed.
- Address contestant questions or disputes professionally.
- Monitor the pageant for consistency and fairness.
- Coordinate scoring and results.
- Verify final results before they are announced.
- Keep results confidential until the appropriate announcement.
- Coordinate the crowning ceremony.

Scoring Integrity

Because the credibility of the Miss GayDays® title depends on fair judging, the Producer must establish strong controls around scoring.

Whenever practical:

- Scores should be reviewed for mathematical accuracy.
- Penalties should be documented.
- Any discarded or adjusted score should have a documented reason.
- Final placements should be independently verified before being announced.
- Judges' individual scoring should remain confidential.
- No contestant, producer, sponsor, staff member, or other individual should be permitted to pressure judges regarding results.

Winner Transition

Crowning Miss GayDays® is the beginning of the winner's relationship with GayDays®, not the end of the Producer's responsibility.

Immediately following crowning, the Producer will work with the Stage Manager and GayDays® leadership to ensure the newly crowned Miss GayDays®:

- Receives the crown, sash, and applicable awards.
- Completes required photographs.
- Understands immediate media or VIP obligations.
- Receives information regarding upcoming appearances.

- Is directed to complete all required **winner contracts and agreements**.
- Understands the responsibilities associated with representing GayDays® during the title year.

Working With Other Producers

The Miss GayDays® Producer is expected to collaborate closely with the **Mr. GayDays® Leather Producer** so the two competitions maintain consistent GayDays® standards where appropriate.

This may include coordinating:

- Judge recruitment
- Contestant communications
- Registration procedures
- Competition policies
- Awards
- Scheduling
- Rehearsals
- Production standards
- Winner expectations

The competitions may have different traditions and categories, but contestants in both should experience a professional and well-organized GayDays® competition.

Working With the VIP Events Producer

The Producer will coordinate with the **VIP Events Producer** regarding:

- VIP seating
- Priority entry when applicable
- VIP judge or talent participation
- Meet-and-greets
- Winner appearances
- VIP photo opportunities

- Other pageant-related VIP experiences

Working With the Entertainment Creative Director

The Producer will work with the **Entertainment Creative Director** regarding:

- Overall pageant presentation
- Hosts
- Entertainment
- Special performances
- Stage décor concepts
- Creative transitions
- Guest engagement
- Integration of the pageant into the overall GayDays® entertainment program

Professional Conduct & Attitude

The Miss GayDays® Producer represents both the pageant and GayDays® and is expected to maintain a **positive, professional, welcoming, and impartial attitude**.

The Producer should:

- Promote GayDays® and the Miss GayDays® Pageant positively.
- Treat every contestant with dignity and respect.
- Avoid gossip regarding contestants or judges.
- Never publicly criticize contestants.
- Remain calm when contestants are stressed or emotional.
- Handle disputes privately and professionally.
- Maintain confidentiality regarding judging, scoring, and internal matters.
- Avoid favoritism or the appearance of favoritism.
- Bring significant concerns to the Executive Producer / Owner.

Pageant Records & Year-to-Year Continuity

To maintain the quality and history of Miss GayDays®, the Producer should maintain organized pageant records for future years.

These may include:

- Contestant roster and contact information
- Final competition schedule
- Rules and contestant materials
- Judges and scoring documentation
- Award and prize information
- Vendor and supplier information
- Budget information
- Sponsor contributions
- Production notes
- Lessons learned and recommended improvements

Confidential judging information should be maintained or disposed of according to GayDays® leadership direction.

Standard of Success

A successful Miss GayDays® Pageant should feel like a **major title competition and signature GayDays® event.**

Contestants should know exactly what is expected. Judges should understand how to score. Rules should be consistent. Dressing areas should be prepared. Awards should be ready. The stage should look polished. Rehearsals should be organized. Scoring should be accurate and confidential. Most importantly, contestants should believe they were treated fairly regardless of where they placed.

The Miss GayDays® Producer's responsibility is not to determine who deserves the crown.

The Producer's responsibility is to create a professional, fair, exciting, and memorable competition that allows the judges and contestants to determine who earns it.