

GENERAL INSTRUCTIONS

Mail all fees and the appropriate Invoice to:

Ben Gollehon, Executive Secretary

3922 Forest Bluff

Kingwood, TX 77339

Make checks payable to Region 19 UIL Music

A *BAND, ORCHESTRA, OR CHOIR* that fails to compete after officially entering a region organization event must submit a letter, from the superintendent of schools, to the region executive committee, stating the specific reason(s) for non-participation.

<u>MARCHING CONTEST</u>		
WHAT TO SEND	DESCRIPTION	QUANTITY
ENTRY FEES	Refer to FEE SCHEDULE on Region 19 website, Region Info dropdown. Organization FEES DUE (Use INVOICE from Online Entry) with CHECK	Pay by School Check (Personal Checks will NOT be accepted for any fees!)
VIDEO	<i>TAKING VIDEOS "PROHIBITED" AT REGION MARCHING CONTESTS.</i>	
STATEMENT OF COMPLIANCE	Refer to Region 19 website, Marching dropdown. (UIL Constitution & Contest Rules requires that the contest entry for UIL region marching band must be accompanied by this statement. SCAN this statement to Ben Gollehon. bengollehon@gmail.com)	One Copy! Requires "director" Signature!
FORM #1	Students should be listed in alphabetical order (last name, first name) and the form must be signed by the superintendent or principal. Please use the Form 1 (signature Page) that is posted on the Region 19 website Marching dropdown. Attach a class roster to the form. This form must be "on file" with the Contest Chairman prior to the performance.	<u>SCAN or BRING</u> Copy TO CONTEST!
FORM #2	The forms will be prepared and printed by the executive secretary from the ONLINE ENTRY procedure.	Send NO copies! SUBMIT ONLINE!
	ALL ENTRIES must be "submitted ONLINE" NO LATER than 30 days prior to the first day of the competition.	

<u>SOLO/ENSEMBLE CONTEST</u>		
WHAT TO SEND	DESCRIPTION	QUANTITY
ENTRY FEES & INVOICES for FEES DUE	Refer to FEE SCHEDULE on our Region 19 website, REGION INFO drop-down. Solo/Ensemble FEES DUE (Use INVOICE from Online Entry) with CHECK	Pay by School Check (Personal Checks will NOT be accepted for any fees!)
FORM #1	Students should be listed in alphabetical order (last name, first name) and the form must be signed by the superintendent or principal. Please use the Form 1 (signature Page) that is posted on the frontpage of our Region 19 website, S/E dropdown. Attach a class roster to the form. This form must be “on file” with Contest Chairman prior to the first students solo or ensemble schedule performance time.	<u>BRING</u> Copy TO CONTEST!
FORMS 3, 6, 7, 8, 9	ALL ENTRIES are to be prepared via the ONLINE ENTRY and you must submit one entry for each solo and each ensemble. ALL solo/ensemble forms will be printed by the executive secretary. You are encouraged to printout a copy of the FORM 9 “or” the REVIEW ENTRIES FORM for you own use	Send NO copies! SUBMIT ONLINE!
	Changes can be made in S/E selections up to seven days before the first day of the contest. E-Mail these changes to Ben Gollehon.	
	ALL ENTRIES must be “submitted ONLINE” NO LATER than 30 days prior to the first day of the competition.	

<u>CONCERT/SIGHT-READING CONTEST</u>		
WHAT TO SEND	DESCRIPTION	QUANTITY
ENTRY FEES & INVOICES for FEES	Refer to FEE SCHEDULE (on our region 19 website, Region Info drop-down . Organization FEES DUE (Use INVOICE from Online Entry) with CHECK.	Pay by School Check (Personal Checks will NOT be accepted for any fees!) SEND ONE copy with check!
FORM #1	Students should be listed in alphabetical order (last name, first name) and the form must be signed by the superintendent or principal. Please use the Form 1 (Signature Page) that is posted on our Region 19 website, CONCERT/SR dropdown . Attach a class roster to the form. This form must be “on file” with Contest Chairman prior to the performance.	BRING Copy TO CONTEST!
FORMS 4, 5	ALL entries are to be prepared via the ONLINE ENTRY. ALL concert/sight-reading forms (4 and 5) will be printed by the executive secretary. You are encouraged to printout a copy of the FORM 4 for your own record of submitted entries	Send NO copies! SUBMIT ONLINE!
SIGHT-READING INSTRUMENTATION FORM	BANDS and ORCHESTRAS Form available on frontpage under the CONCERT/SR drop-down	
STAGE SETUP FORM	BANDS and ORCHESTRAS (Form available on our Region 19 under the CONCERT/SR drop-down)	
	Changes can be made in Concert/Sight-Reading selections up to seven days before the first day of the schedule contest. These changes must be e-mailed to Ben Gollehon no later than seven days before the first day of the contest. E-MAIL YOUR SPECIAL REQUEST concerning scheduling to Ben Gollehon bengollehon@gmail.com . All special requests must be co-signed by the building principal.	
	ALL ENTRIES must be “submitted ONLINE” NO LATER than 30 days prior to the first day of the competition.	