

GENERAL INSTRUCTIONS

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Make checks payable to: Region XIX UIL MUSIC

Mail all fees and the appropriate "INVOICE" to:

David L. Lambert, Exec. Secretary
 3323 Meadowcreek Drive
 Missouri City, Texas 77469

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.

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<u>MARCHING CONTEST</u>		
WHAT TO SEND	DESCRIPTION	QUANTITY
ENTRY FEES	Organization FEES DUE (Use INVOICE from Online Entry) with CHECK (Form 1-A)	Pay by School Check (Personal Checks will NOT be accepted for any fees!)
VIDEO	<i>TAKING VIDEOS "PROHIBITED" AT REGION MARCHING CONTEST</i>	
STATEMENT of COMPLIANCE	UIL Constitution & Contest Rules requires that the contest entry for UIL region marching band must be accompanied by this statement. (see "Marching" pull down menu)	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) Attach a class roster to the form. This form must be "on file" with the Contest Chairman prior to the organizations performance time.	BRING copy to CONTEST!

FORM #2	It is not necessary for directors to send FORM #2. The FORMS will be prepared and printed by the executive secretary from the ONLINE ENTRY procedure.	Send NO copies! SUBMIT ONLINE!
ANNOUNCER'S SCRIPT	The "Announcer's Script" must be submitted to the Executive Secretary seven days prior to the first day of the events. (see "Marching" pull down menu)	
	ALL ENTRIES must be "submitted ONLINE" NO LATER than 30 days prior to the first day of the competition.	

<u>SOLO/ENSEMBLE EVENTS</u>		
WHAT TO SEND	DESCRIPTION	QUANTITY
ENTRY FEES & INVOICE for FEES DUE	Solo/Ensemble FEES DUE (Use INVOICE from Online Entry) with CHECK (Form 1-A)	Pay by School Check (Personal Checks will NOT be accepted for any fees!) SEND ONE copy w 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) . Attach a class roster to the form. This form must be "on file" with the Event Chairperson prior to the first students solo or ensemble scheduled performance time.	BRING 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 your own use.	Send NO copies! SUBMIT ONLINE!
	Changes can be made in S&E selections first day of the scheduled event if the changes do not cause a disruption to the already scheduled event.	
	ALL ENTRIES must be "submitted ONLINE" NO LATER than 30 days prior to the first day of the competition.	

<u>CONCERT/SIGHT-READING EVENTS</u>		
WHAT TO SEND	DESCRIPTION	QUANTITY
ENTRY FEES & INVOICE for FEES	Organization FEES DUE (Use INVOICE from Online Entry) (Form 1-a) with CHECK	Pay by School Check (Personal Checks will NOT be accepted for

<p>FORM 1</p>	<p>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). Attach a class roster to the form. This form must be "on file" with the Event Host prior to organizations scheduled performance time. Each performing organization MUST have a Form 1. Do not put multiple organizations on the same Form 1.</p>	<p>BRING copy to CONTEST!</p>
<p>FORMS 4, 5</p>	<p>ALL entries are to be prepared via the ONLINE ENTRY and you must submit one entry for each organization. ALL concert/sight-reading forms 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. FORM 5s do not have to be submitted as the FORM 5 is created from information on the FORM 4.</p>	<p>Send NO copies! SUBMIT ONLINE!</p>
<p>STAGE SETUP FORM</p>	<p>Bands and Orchestras should email or fax a copy of each performing ensemble's stage set-up seven days prior to the first day of the event.</p>	<p>TWO copies</p>
	<p>Changes can be made in Concert selections up to seven days before the first day of the scheduled event. These changes must be sent to the Region Executive Secretary. He/She will make the changes. ["E-mail your special requests concerning scheduling to Ben Gollehon bengollehon@gmail.com. All special requests must be co-signed by the building principal."]</p>	<p>ONLINE!</p>