

# GENERAL INSTRUCTIONS

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Make checks payable to: Region XIX UIL MUSIC

Mail all fees and the appropriate "INVOICE" to:

Ben Gollehon, Executive Secretary  
3922 Forest Bluff  
Kingwood, TX 77339

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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<b><u>MARCHING CONTEST</u></b>		
WHAT TO SEND	DESCRIPTION	QUANTITY
<b>ENTRY FEES</b>	(refer to ENTRY FEE SCHEDULE on frontpage) <b>Organization FEES DUE (Use INVOICE from Online Entry) with CHECK</b>	Pay by School Check (Personal Checks will NOT be accepted for any fees!)
<b>VIDEO</b>	<b>TAKING VIDEOS "PROHIBITED" AT REGION MARCHING CONTEST</b>	
<b>STATEMENT of COMPLIANCE</b>	(refer to frontpage of website) UIL Constitution & Contest Rules requires that the contest entry for UIL region marching band must be accompanied by this statement. <b>FAX</b> this statement to Ben Gollehon.	<b>ONE</b> copy! Requires "director" signature!
<b>FORM #1</b>	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 <b>Form 1 (Signature Page)</b> that is posted on the frontpage of our region website. Attach a class roster to the	<b>BRING</b> copy to CONTEST!

	form. This form must be "on file" with the Contest Chairman prior to the first students solo or ensemble scheduled performance time.	
<b>FORM #2</b>	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 <b>NO</b> copies! SUBMIT <b>ONLINE!</b>
<a href="#">(back to top)</a>	<b>ALL ENTRIES must be "submitted ONLINE" NO LATER than 30 days prior to the first day of the competition.</b>	

<b><u>SOLO/ENSEMBLE CONTEST</u></b>		
WHAT TO SEND	DESCRIPTION	QUANTITY
<b>ENTRY FEES &amp; INVOICE for FEES DUE</b>	(refer to ENTRY FEE SCHEDULE on frontpage) <b>Solo/Ens FEES DUE (Use INVOICE from Online Entry) with CHECK</b>	Pay by School Check (Personal Checks will NOT be accepted for any fees!) <b>SEND ONE</b> copy w check!
<b>FORM 1</b>	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 <b>Form 1 (Signature Page)</b> that is posted on the frontpage of our region website. Attach a class roster to the form. This form must be "on file" with the Contest Chairman prior to the first students solo or ensemble scheduled performance time.	<b>BRING</b> copy to CONTEST!
<b>FORMS 3,6,7,8,9</b>	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 <b>NO</b> copies! SUBMIT <b>ONLINE!</b>
	<b>Changes can be made in S&amp;E selections up to seven days before the first day of the scheduled contest. These changes must be ONLINE no later than seven days before the first day of the contest.</b>	
<a href="#">(back to top)</a>	<b>ALL ENTRIES must be "submitted ONLINE" NO LATER than 30 days prior to the first day of the competition.</b>	

<b><u>CONCERT/SIGHT-READING CONTEST</u></b>		
WHAT TO SEND	DESCRIPTION	QUANTITY
<b>ENTRY FEES &amp; INVOICE for FEES</b>	(refer to ENTRY FEE SCHEDULE on frontpage) <b>Organization FEES DUE (Use INVOICE from Online Entry)with CHECK</b>	Pay by School Check (Personal Checks will NOT be accepted for any fees!)

		<b>SEND ONE</b> copy w check!
<b>FORM 1</b>	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 <b>Form 1 (Signature Page)</b> that is posted on the frontpage of our region website. Attach a class roster to the form. This form must be "on file" with the Contest Chairman prior to the first students solo or ensemble scheduled performance time.	<b>BRING</b> copy to CONTEST!
<b>FORMS 4, 5</b>	ALL entries are to be prepared via the ONLINE ENTRY and you must submit one entry for each solo and each ensemble. 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.	Send <b>NO</b> copies! SUBMIT <b>ONLINE!</b>
<b>SIGHT-READING INSTRUMENTATION FORM</b>	BANDS and ORCHESTRAS (form available on frontpage)	<b>ONE</b> copy!
<b>STAGE SETUP FORM</b>	BANDS and ORCHESTRAS (form available on frontpage)	<b>ONE</b> copy!
( <a href="#">back to top</a> )	<p>Changes can be made in Conc/SR selections up to seven days before the first day of the scheduled contest. These changes must be ONLINE no later than seven days before the first day of the contest.</p> <p>["E-mail your special requests concerning scheduling to Ben Gollehon <a href="mailto:bengollehon@gmail.com">bengollehon@gmail.com</a>. All special requests must be co-signed by the building principal."]</p>	<b>ONLINE!</b>

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