



UIL Region 19 Music
Michael Holt, Executive Secretary
6750 Cindy Lane
Houston, TX 77008
713-301-0755
uilregion19@gmail.com

GENERAL INSTRUCTIONS

Mail all fees and appropriate Invoice to Region 19 c/o Michael Holt at the above address

- All UIL Entries (Marching Band, Concert & Sight-reading Evaluation, and Solo & Ensemble) are submitted online through [Texas Music Forms](#).
 - If you forget your username login - please contact your Executive Secretary.
 - If you forget your password use the reset feature on the Texas Music Forms website.
 - If you are new to Region 19 or new to your school, your TMF account must be set up by the executive secretary. To request a new account, please complete this [TMF google form](#).
- The primary director of each group should use their login to enter the group. They will be listed first. Additional directors may be added when you enter. They will appear on your forms and in the state report.
- Once you have completed your online entry, you will be able to view your entry and complete your Form 1 to send with your entries. Click on "Review Entries".
- Your total amount due will appear on the INVOICE FORM 1A, which automatically computes your groups entry fee.
- We will print all critique sheets for you and at the contest for Solo & Ensemble Events.
- A Band, Choir, or Orchestra that fails to perform after officially entering a UIL 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.
- **All entries must be submitted ONLINE no later than 30 days prior to the first day of competition.**

Region Marching Contest Entry Instructions

Please read host letter carefully.

- Enter your band online through [Texas Music Forms](#). *We will print critique sheets (Form 2's).*
- **Print the Invoice** (Form 1A) and request a check for the entry fee and have your district mail to Region 19 c/o Michael Holt.
- **Send (email) Form 1** - list entire "eligible membership of the competing organization in alphabetical order. This form must be in the hands of the Contest Chairman prior to your student's performance. *This form may be updated or turned in on the day of the contest.
- **Send (email) [Statement of Compliance](#) form.**
- **Send (email) [Announcer Script](#).**



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- Complete the [Marching Band Educational Use Video Agreement](#) online and submit to State Office if you plan to make or have an educational copy video filmed. *A school must complete and submit the form no later than seven days prior to the contest where the school wishes to video their marching band's performance.
- [Parent/Student UIL Marching Band Acknowledgement Form](#). Must be on file with the school principal, or their designee, prior to the marching competition. One form per student, to be kept on file throughout their high school career.
- Check or Create (new director) a profile in [Competition Suite](#) so that you are "linked" to your campus band program. *We will be using Competition Suite for recorded comments at Region Marching Contest.* More [Competition Suite Information](#).

Solo and Ensemble Entry Instructions

- Enter your students online through [Texas Music Forms](#). *We will print critique sheets (forms 3, 6, 7, 8).*
- **Print the Invoice** (Form 1A) and request a check for the entry fees and have your district mail to Region 19 c/o Michael Holt.
- **Send (email) Form 1** - list all students competing in alphabetical order. This form must be in the hands of the Contest Chairman prior to your student's performance. *This form may be updated or turned in the day of the contest.
- Print a copy of the Review Entries form (Form 9) for your own use.
- Changes can be made for Solo and Ensemble entries up to seven days before the first day of contest. Email changes to the Executive Secretary.
- A \$5 late fee per student, per event will apply to Solos or Ensembles entered after the deadline.

Concert & Sight-reading Evaluation Entry Instructions

- Enter your students online through [Texas Music Forms](#). *We will print critique sheets (forms 4 & 5).*
- **Print the Invoice** (Form 1A) and request a check for the entry fee and have your district mail to Region 19 c/o Michael Holt.
- **Send (email) Form 1** - list all students competing in alphabetical order. This form must be in the hands of the Contest Chairman prior to your student's performance. *This form may be updated or turned in the day of the contest.
- **Send (email) [Announcer Script](#).**
- **Send (email) Stage Set Up Chart** (Band and Orchestra)



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- Changes can be made in Concert. & Sight-Reading selections up to seven days before the first day of the scheduled evaluation. Email changes to the Executive Secretary.
- Special scheduling requests should be emailed to the Executive Secretary when you enter your ensemble. All special requests must be co-signed by the building principal and district FA Director. [UIL Region 19 Request for Performance Time PDF](#)