

# SOLO & ENSEMBLE ENTRY PROCEDURES

## **ALL SCHOOLS MUST ENTER “ONLINE”**

PLEASE CHECK ALL ENTRY FORMS FOR COMPLETENESS AND ACCURACY!

PLEASE **DO NOT MAKE ADDITIONS AND DELETIONS** AFTER THE ENTRY DEADLINE UNLESS APPROVED BY THE EXECUTIVE SECRETARY.

PLEASE **DO NOT CHANGE TITLES** AFTER THE ENTRY DEADLINE UNLESS APPROVED BY THE EXECUTIVE SECRETARY.

## **FEES:**

**VOCAL & INSTRUMENTAL SOLO/ENS: \$7.00 per solo and \$7.00 per member of each ensemble**

## **WHAT TO DO:**

Read the rules in the UIL Constitution and Rules pertaining to solo and ensemble and medium ensemble contests:

[www.uil.utexas.edu/policy/constitution/music/07\\_08sec1108.pdf](http://www.uil.utexas.edu/policy/constitution/music/07_08sec1108.pdf)

[www.uil.utexas.edu/policy/constitution/music/07\\_08sec1109\\_10.pdf](http://www.uil.utexas.edu/policy/constitution/music/07_08sec1109_10.pdf)

Read the entry procedures on the Region Web Page.

2. **SUBMIT ONLINE** - 1 COPY for each entry "FORM 6, 7 and/or 8" ("ONLINE" ENTRY) Each school will print their own adjudication forms (6, 7, and 8) and bring them to the contest. It is NOT necessary that you mail copies. **Be sure to set all page margins to 0.25 (under “file”, “page setup” on the tool bar) before you print so that the entire unique identification # will print on the form.** This is necessary for recording results. Student's name should appear last name, first name. The EVENT space must contain the name of the event (EX: 107 Treble Solo; 202 Flute Solo, 172 Tenor-Bass Small Ensemble, etc). CLASS of event must be indicated {Class 1 or 2 or 3}. UIL ID # must be present on ALL high school entries. Once an entry is submitted, the only way to change it is to totally delete the form and re-enter it. **High school directors: Please use the drop down menus when making student selections. It is almost impossible to make a mistake using the drop down menu.**
3. Students may be entered after the deadline date by contacting the executive secretary. **Fees for late entries will be \$10.00 per student.**

3. BRING TO THE CONTEST: ONE COPY FORM 1 (signed by the principal) - List the entire "eligible" membership of the competing parent organization in alphabetical order. An accurate FORM 1 must be in the hands of the CONTEST CHAIRMAN prior to your students' performing.

4. **DO NOT MAIL:** FORM 9 - The FORM 9 is automatically constructed via the "ONLINE" ENTRY from entries submitted. Director's signature is no longer required. Your "registering" and then "log-in" for "ONLINE" ENTRY serves as your signature. The FORM 9 will become your official entry. If it isn't on the FORM 9 that you print for yourself, it is not entered. ANY changes after the deadline date must be approved by the executive secretary. Before mailing entries, make a copy of the FORM 9 for yourself - to use as a reference for entries, and for scheduling your students into the blocks allotted your school.

5. MAIL: ONE COPY of the "COMPUTATION FORM for FEES" (on the web page) and a CHECK for FEES

Make checks payable to: UIL Music Region 17  
Mail: Computation Form, and Check to:

David Lambert, Executive Secretary  
PO Box 17891  
Sugar Land, TX 77496

Please email any special scheduling requests (including the reason) that you may have by the entry deadline date.

If you need assistance, call David Lambert  
Mobile: 713-703-1324; Home: 281-499-4448  
dlambert55@comcast.net