

**PROCEDURAL CHECKLIST FOR ENTERING
UIL REGION 20 MARCHING BAND CONTEST**

**DEADLINE: MIDLOTHIAN SITE – MIDNIGHT, SEPTEMBER 8, 2008
DUNCANVILLE SITE – MIDNIGHT, SEPTEMBER 18, 2008**

**ONLINE ENTRIES ONLY,
NO POSTMARKED ENTRIES WILL BE ACCEPTED**

NOTE: * This checklist is intended to be used in conjunction with the UIL Constitution and Contest Rules (C&CR). Study and be familiar with the rules that apply to you and your organization. **YOU ARE ULTIMATELY RESPONSIBLE FOR KNOWING AND UPHOLDING ALL RULES OF THE UNIVERSITY INTERSCHOLASTIC LEAGUE. THIS IS MERELY A GUIDELINE.**

SUMMARY SHEETS AND CHECK:

* Two (2) summary sheets and a check shall be mailed to the executive secretary, postmarked, no later than midnight on the deadline date of the respective contest. You can find the summary sheet on the region web page. The fee for marching is \$375.00 for all groups. (Fee does not include video/recording fees.) Checks should be made payable to UIL Region 20 Music. **Please make sure that your school name appears somewhere on the check to insure that your school is credited for payment.**

FORM 1: * Only one copy of the Form 1 (certification form) is needed. Computer roster printouts may be stapled to the Form 1, if more convenient. These forms can be mailed in with the summary sheet and check, or brought to the contest, whichever is preferred. The Form 1 must contain the director's name, the principal's signature, and the name of each eligible student. **NO BAND WILL BE ALLOWED TO PERFORM WITHOUT A SIGNED CERTIFICATION FORM ON FILE WITH THE EXECUTIVE SECRETARY.**

FORM 2: * Follow the instructions for your online entries for Form 2 located on the region web page. It is no longer necessary to print these forms. The executive secretary will have these forms available for the judges at the individual contest sites. **NOTE: If you have multiple directors you want listed in the marching program, please E-mail the executive secretary, TonyaUILRegion20@aol.com, with the names you wish to be listed for your particular band.**

LETTER OF INTENT:

* All 3A and 5A band directors MUST sign a letter of intent prior to taking the field for marching contest. This form can be found on the region web page. You can bring this form with you to contest, or mail it in with your summary sheet and check. Failure to comply means this band cannot be certified to advance to the Area Marching Contest, even if it does receive a Division 1 rating at the region level. (Please refer to the "Region Certification to Area" section of the C&CR).

STATEMENT OF COMPLIANCE:

* It is mandatory that entries in the marching contest be accompanied by a properly signed summer rehearsal statement of compliance, which you can find on the web page. Again, this form can be mailed in with the summary sheet, or brought to the site on the day of contest.

PARENT/STUDENT LETTER OF ACKNOWLEDGEMENT:

* There should be one of these letters on file with the principal for each student participating in the marching band program. It is a mandatory form this year in conjunction with the statement of compliance. It is to be signed by the parent and the student. You can find this form highlighted on the region web page. The executive secretary DOES NOT need a copy of this form.

ANNOUNCER'S SCRIPT:

* Please prepare the announcer's script very carefully, making it legible and easy to understand. For the benefit of the announcer, use phonetics on unusual names, helping him/her to pronounce names correctly. Please keep your script simple. This form is available on the web page. It may be mailed in, or brought to the contest.

If you have any questions regarding the entry procedures for marching contest, please contact the executive secretary or your individual contest host or chairman.

WHEN IN DOUBT - ASK QUESTIONS!

DO NOT ASSUME ANYTHING - RULES ARE EASILY VERIFIED!

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