

**PROCEDURAL CHECKLIST FOR ENTERING  
UIL REGION 24 BAND & ORCHESTRA S&E CONTEST**

**NOTE:** (1) This checklist is intended to be used as a guide in conjunction with the UIL Constitution and Contest Rules (C&CR) and the Prescribed Music List (PML).

**FORM 1** (1) Only one copy of the Form 1 is needed.  
(Academic eligibility) Form 1's **MUST** be turned in the day of the contest. Computer roster printouts may be stapled to the Form 1, if more convenient.  
(2) In the Event blank, put "Band or String Solo & Ensemble", or use abbreviation "S&E".  
(3) The **Director's name must be on the Form 1**.  
(4) For this contest, the names of both varsity and non-varsity students may be put on the same FORM 1.  
(5) Be sure to have your principal sign the FORM 1.  
(6) **IMPORTANT:** Study the C&CR and the Side-by-Side for answers to eligibility questions.

**FORM 6** (1) Follow the instructions for your **ON LINE ENTRY** for Form 6 located on region web page.  
(2) **BE SURE TO ENTER YOUR FORMS BY MIDNIGHT, 30 DAYS AHEAD OF THE S&E CONTEST.** Be familiar with current copies of the C&CR and the PML.

**FORM 7** (1) Use for Percussion only. Prepare in same manner as Form 6's.

**FORM 8** (1) Use for Medium Ensembles only. Prepare in same manner as Form 6's.

**FORM 9** (1) **ONE COPY** listing solos, then ensembles are needed. Follow the instructions from the Region **ON LINE ENTRY** for Form 9. **Remember only 9<sup>th</sup> grade students may perform a Class 3 Solo.**  
(2) Directors, be sure to sign the FORM 9.  
(3) In order to make scheduling more efficient, write the accompanist's name or initials in the left margin beside each soloist's name. **PLEASE** be realistic in determining the number of soloists one accompanist is able to handle without interfering with the contest schedule. (Perhaps a maximum of 15). Probably **recording accompaniments** would be a good alternate plan.

**IMPORTANT**

**MAKE SURE TO PUT THE STUDENTS GRADE ALONG SIDE OF THEIR NAME WHEN ENTERING STUDENTS ON FORM 6, 7, OR 8**

**FEES** (1) \$10.00 per soloist, and \$10.00 for each member of each ensemble. **THERE IS NO STATE FEE.**

**CHECKS** (1) Make your check payable to **UIL REGION 24 MUSIC CONTESTS**.

**TALLY SHEET** (1) **Please remember to complete the enclosed "Tally Sheet" and MAIL it to the Executive Secretary 30 days prior to the day of the contest.** Make copies of the Tally Sheet to be used for future contests.

**PLEASE** (1) Contest entries, which are incorrect, incomplete, or do not meet the deadlines, may NOT be accepted and therefore, **UNCERTIFIED**. **Observing the buffer deadline will allow time to re submit the corrected entry before the final deadline.**

**MAIL OR HAND DELIVER TALLY SHEET AND FEES TO:** Jim McDaniel Res: (972) 492-7897  
(If you mail this material, you may want to call 1505 Arrowhead W: (972) 968-5680  
to see if it has been received.) Carrollton, Tx. 75007 C: (972) 768-5656