

**PROCEDURAL CHECKLIST FOR ENTERING
UIL REGION 24 VOCAL 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 contest. Computer roster printouts may be stapled to the Form 1, if more convenient.
(2) In the Event blank, put "Vocal 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 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 9th grade students and first year 10th grade vocal students may perform class 3 music.**
(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 with out 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 or FORM 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 "Tally Sheet" (on our web page) and MAIL it to the Executive Secretary 30 days prior to the 1st 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