

## PROCEDURAL CHECKLIST FOR ENTERING UIL REGION 24 MARCHING BAND CONTEST

### NOTE:

- (1) This checklist is intended to be used as a guide in conjunction with the UIL Constitution and Contest Rules (C&CR)

### FORM 1

(Academic eligibility)

- (1) Only one copy of the Form 1 is needed. 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) The **Director's name must be on the Form 1**.
- (3) Be sure to have your principal sign the FORM 1. **IMPORTANT: Study C&CR**

### FORM 2

- (1) Follow the instructions for your **ON LINE ENTRY** for FORM 2 located on region web page.
- (2) **BE SURE TO ENTER YOUR INFORMATION BY MIDNIGHT, 30 DAYS AHEAD OF THE FIRST DAY OF CONTEST. This is the OFFICIAL DEADLINE!**

### THE

### C&CR SAYS:

- (1) It is mandatory that entries in the Marching Contest be accompanied by a properly signed summer rehearsal STATEMENT OF COMPLIANCE. A copy of which is available on our Region Web page. **MAIL THIS IN 30 DAYS IN ADVANCE OF THE CONTEST.**

### STATEMENT OF INTENT

- (1) **All 3A and 5A band directors MUST MAIL** in the "STATEMENT OF INTENT" 30 DAYS PRIOR TO THE CONTEST. The form is available on our Region Web page. **FAILURE TO COMPLY** means this band **CANNOT BE CERTIFIED** to advance to the Area B Contest, even if it does receive a Division I rating at the Region level. Please refer to the "REGION CERTIFICATION TO AREA" section of the **C&CR**. Incidentally, if the Executive Secretary does not receive this document; he has no way of knowing if it was lost, not received, the director forgot to send it, or what. **MAIL THIS IN 30 DAYS IN ADVANCE OF THE CONTEST.**

### ANNOUNCER SCRIPT

- (1) Please prepare the ANNOUNCER'S SCRIPT very carefully, making everything legible and understandable. For the benefit of the announcer, use phonetics on unusual names. This will help him in pronouncing names correctly. Please keep your script simple. **MAIL THIS IN 30 DAYS IN ADVANCE TO THE CONTEST.**

### DVD

- (1) To receive a DVD tape of your band's performance, (\$75.00), fill out the order blank located on our Region Web page. **DO NOT INCLUDE IN YOUR CHECK FOR MARCHING entry. MAIL SEPARATE CHECK TO VESTIGE FOR DVD.**

### FEES

- (1) \$310.00 Region Fee + \$10.00 State Fee for each band entered in the contest.
- (2) Separate check of \$75.00 for DVD (**MUST MAIL THIS CHECK TO VESTIGE**)

### CHECKS

- (1) Include all payments in **ONE CHECK** made payable to **UIL REGION 24 MUSIC CONTESTS EXCEPT FOR VESTIGE DVD.** **MAIL ALL IN 30 DAYS IN ADVANCE OF CONTEST TO APPROPRIATE PEOPLE!**

### TALLY SHEET

- (1) **Please remember to complete the "Tally Sheet", (found on our Region Web page) and mail it with your entry papers and payment 30 DAYS IN ADVANCE OF 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** be returned **UNCERTIFIED**. **Observing the buffer deadline will allow time to re submit the corrected entry before the final deadline.**

**MAIL OR HAND DELIVER THE FOLLOWING FORMS 30 DAYS  
PRIOR TO CONTEST TO THE EXECUTIVE SECRETARY:**

- 1) Check for entry fee and state fee for a total of \$320.00
- 2) Statement of Compliance Form
- 3) Announce Script
- 4) Statement of INTENT if you want to go to AREA (3A, 5A this year)

**MAIL THE FOLLOWING TO VESTIGE FOR YOUR MARCHING BAND DVD**

- 1) Video request form and **YOUR CHECK made out to VESTIGE!**. (make sure and sign the form giving permission to record your band **and include your check with this form**) **Same as previous year.**

(If you mail this material, you may want to call to see if it has been received.)

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