

## PROCEDURAL CHECKLIST FOR ENTERING

### UIL REGION 24 ORCHESTRA CONCERT & SIGHT READING 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 Form 1's **MUST** turned in the day of contest. Computer roster printouts may be eligibility) stapled to the Form 1, if more convenient.  
(2) The **Director's name must be on the Form 1.**  
(3) Be sure to **indicate "Varsity Group, Non-Varsity or Sub NV Groups" on your Form 1.**  
(4) Identify each group by event and appropriate code number.  
(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 4** (1) Follow the instructions for your **ON LINE ENTRY** for Form 4 located on our region web page.  
(2) **BE SURE TO ENTER YOUR INFORMATION BY MIDNIGHT OF THE POSTED ENTRY DEADLINE FOUND ON THE REGION CALENDAR. This is the OFFICIAL DEADLINE!**  
(3) Be sure to **indicate "Varsity Group, Non-Varsity or Sub NV Group" on your Form 4.**  
(4) Indicate the **EXACT SIZE** of the group. Report changes to Contest Chair and Executive Secretary.  
(5) Remember, selections may be changed only in writing to the Executive Secretary, at least seven days prior to the contest.

**FORM 5** (1) Follow instructions for your **ON LINE ENTRY** for Form 5 located on region web page.  
(2) Be sure to **indicate "Varsity Group, Non-Varsity or Sub NV Group" on your Form 5.**  
(3) Identify the groups **exactly** as on the FORM 1 and FORM 4.

**Recording** (1) Recordings Fees: \$35.00 for MS Non-Varsity, \$40.00 for MS Varsity, \$55.00 for all HS FULL Orchestras, \$40.00 for all other HS Orchestras.  
(2) Include both your recording fees and entry fees in **ONE CHECK.**

**FEES** (1) \$310.00 Region Fee + \$10.00 State Fee (**Plus \$5.00 per Varsity group**) for each orch. entered in the contest PLUS recording fees. **ALL groups are to be recorded. This is a must for us to keep our best recording engineers.**

**CHECKS** (1) Include **ALL** payments in one 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 BY THE POSTED DEADLINE!** 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 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