

UIL – Region 24 Concert & Sight Reading Host Guidelines

Attached is information that has been compiled to assist the Contest Host/Organizer as preparations are made to host a UIL evaluation. These are meant to be general guidelines and may not include everything that goes into hosting a UIL event. If you have questions don't hesitate to contact the Executive Secretary. Your willingness to take on this responsibility is very much appreciated.

Is there an honorarium and are expenses covered?

A. One Contest Host or Designee will be paid at a rate as determined by the UIL Region 24 Music Executive Committee, which currently is \$200 per day of contest.

B. UIL will pay for morning donuts/bagels, snacks, coffee, water, drinks, et., for judges, contest officials, recording technician, repairman and hosting staff.

Receipts must be attached to your expense voucher. Maximum reimbursement for these expenses will be **\$75 per day** for Concert and Sight Reading Contests. Breakfast is included at the judge's hotel, so do not arrange for additional breakfast at the contest site.

C. Host is responsible for arranging and serving lunch for host directors, contest official, instrument repair, recording tech, and **parents who work the entire day.** **Reimbursement will cover a maximum of \$9 per person for lunch, \$15 per person if dinner is served. Reimbursement will not exceed the approved meal allowances.** Attach receipts for meals to your expense form.

D. By decision of the Region Music Executive Committee, UIL Region 24 is ***not authorized*** to pay for student workers meals, snacks, or drinks.

DETAILS

- Put the contest on your school calendar, arrange for bus parking, and reserve rooms for holding area, instrument cases, warm-up room, Auditorium, Sight-Reading room, Judges private room, Contest Office.

- Send out information to directors – maps, bus parking, case storage, percussion provided, announcer’s script, set up charts,etc.
- Executive Secretary will arrange for repair tech (for instrumental contests) and recording engineer to be at your site.
- Programs will be available to the public online.
- Appoint a parent or student to assist the UIL Official in the contest office. **Be certain that the IT person on your campus is available to assist with internet capabilities in Auditorium, Sight Reading room and Contest Office.**
- **Host or designee is responsible for transporting judges from airport to hotel and back to the airport after the contest. In most cases, judges can ride to and from the hotel to contest site with another judge who has a car; however, if there are no other judges staying at the hotel with a car, arrangements should be made to pick them up each day.**
- **Send judges an information communication including schedule, map of the building, judges’ meeting 30 minutes before the first group performs, and plans on how and where to meet to pick up at the airport.**

SITE PREPARATIONS

- Prepare sight-reading folders – students should not handle sight-reading music and strict security should be maintained.
- Provide stopwatch, adequate lighting for judges, music stand, and other equipment as needed in warm-up/concert/sight reading rooms.
- **Orchestra Contest Hosts Only-** Have an alternate, appropriate sight-reading piece available in the event a group has read the designated music. The Region does not purchase new music for this purpose – use something from your library.

- Anyone may go in the sight-reading room with the director's approval. Video cameras and other recording devices are not allowed in the sight-reading room.
- Provide student guides/escorts for each group that arrives at the building. The guides/escorts (approx. 4 students in the rotation) will greet the group at their bus and stay with them through the entire process – holding area, warm-up, performance, sight-reading and back to the bus.
- Contest office should have a couple of long tables, and internet.
- Provide an announcer and microphone to introduce groups. Request set-up charts and announcer scripts from directors.
- Return sight-reading music to Executive Secretary at the end of the contest.
- The use of shopping carts at choir contests will help eliminate stolen items.
- Be sure there is adequate parking for buses and equipment trucks.
- Post signs indicating locations of warm-up, performance, and sight-reading.
- Anything else you can think of.....