

**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 BY THE ENTRY DATE SPECIFIED ON THE CALENDAR.** 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.

**Reminder**

**PLEASE** be realistic in determining the number of soloists one accompanist is able to handle without interfering with the contest schedule. **(A maximum of 20).** 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) \$12.50 per soloist, and \$12.50 for each member of each ensemble. **THERE IS NO STATE FEE.**

**LATE ENTRY FEES:** (1) **A \$20.00 late fee per member or ensemble member plus the \$12.50 entry fee per member or ensemble member. Executive Secretary may consider accepting entries BUT is not obligated to accept late entries.**

**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 1<sup>st</sup> 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 C: (972) 768-5656  
(If you mail this material, you may want to call 5829 Arminta Ave.  
to see if it has been received.) Frisco, Tx. 75034