

## 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 per each group 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) 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) **You do NOT need to prepare a FORM 5 because each organization entry FORM 4 creates a FORM 5 for the organization entered.**

**Recording** (1) Recordings Fees: **\$50.00** for MS Non-Varsity & Sub Non Varsity, **\$55.00** for MS Varsity.  
(2) **\$70.00** for all HS FULL Orchestras and HS Varsity Strings,  
**\$55.00** HS Non Varsity Strings & HS Sub Non Varsity Groups.  
(3) Include both your recording fees and entry fees in **ONE CHECK.**

**FEES** (1) **\$500.00** 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 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