

HOST GUIDELINES - SOLO AND ENSEMBLE

1. Provide rooms for:

- Holding Area for arriving students (perhaps concession table – see Hospitality below)
- 1 adjudication room for each judge/with piano (Exec. Sec. will order digital pianos from Romeo Music where needed)
- UIL Office/Tabulation Room/Director Check-in, 2 Computers if possible and printer to input ratings (Library would be ideal) (be sure internet access is available on Saturday, coordinate with any other events that are taking place in your building)
- Private room for judges and directors– no students or parents

2. Communication

- Before the contest, send an email to directors and judges concerning where to park and enter building, map if necessary, what time to arrive, and where to go once inside. You might also ask if there are any dietary requests, so that lunch options are appropriate.

3. Volunteers for contest execution

- Greeter/s to direct students, directors and parents to appropriate place
- Monitors for each adjudication room to keep room on schedule
- Student/parent runner to take completed adjudication sheets to UIL Office
- Parent/s to help in UIL with tabulation and computer

4. Hospitality

- Booster parents may set up and sell concessions for students participating in the contest -- optional.
- Hospitality room – UIL will pay for morning donuts, water, coffee, bagels, and snacks for judges, contest officials, and participating directors. A maximum of \$150 will be reimbursed for these items – receipt must be attached to your voucher.
- Make arrangements for lunch for: judges, contest officials, contest hosts **only** (\$9.00 per person allowable for reimbursement) attach receipt with your voucher. Check with judges to see if there are any dietary requests, so that lunch options are appropriate.

5. Honorarium

- Contest Hosts will receive a \$200 honorarium for hosting Solo and Ensemble contest.

6. Miscellaneous Info

- UIL official will bring medals, adjudication sheets, and rating sheet folders for each school on the day of contest (choir). Band and orchestra-adjudication sheets and medals will be delivered several days before contest.