

PROCEDURAL CHECKLIST FOR ENTERING

UIL REGION 24 BAND 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) One copy of the Form 1 per 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) Recording fees: **\$50.00** for MS Non-Varsity and Sub Non Varsity, **\$55.00** for MS Varsity.
(2) **\$70.00** for HS Varsity, **\$60.00** for HS Non Varsity and Sub Non Varsity
(3) Include both your recording fees and entry fees in **ONE CHECK.**

FEES (1) **\$500.00** Region Fee + \$10.00 State Fee for each band (**Plus \$5.00 per Varsity group**) 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 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
to see if it has been received.) Frisco, Tx. 75034