

# UILREGION 25 – HOST/ORGANIZER GUIDELINES

(revised May, 2010)

Attached is information that has been compiled to assist our Contest Host/Organizer as you prepare to host a UIL contest at your school. These are meant to be general guidelines and may not include everything that goes into hosting a UIL event. If you think of other pertinent information that has been omitted, please let me know.

Your willingness to take on this responsibility is very much appreciated. Please let me know if I can help – you may call or email me anytime. Also, your division chairperson may also be able to answer questions about scheduling, etc.

Most of you have run UIL contests at your school before. I know that you have to spend many hours preparing for the contest and I greatly appreciate your willingness to host the contest and give of your time to organize and prepare for the contest day. Having run many contests as a band director, I am fully aware of what it takes to host and prepare for these events. Thank you again for all you will do for our region and groups!

In addition to the attached guidelines that go into great detail, please be especially aware of the following:

## **What will UIL pay for at your contest?**

- A. One Contest Host or your Designee will be paid at daily rate of contest judges. Saturday events will include overtime at the same rate paid to judges. At all Band/Choir/Orchestra Solo and Ensemble contests, the Host/Organizer may designate one additional Co-Host/Organizer to be paid. At all events, the primary host will be paid an additional \$100 per event for prep time required for getting ready or setting up for the contest.
- B. UIL will pay for morning donuts/bagels, snacks, coffee, water, drinks, “gift baskets” for judges, etc., for judges, contest officials, recording technician, repairman, and participating directors. Receipts must be attached to your expense voucher. Maximum reimbursement for these expenses will be **\$75 per day** for Concert and Sightreading Contests and **\$150 per day** for Solo and Ensemble Contests. For **Marching Band Contest**, a donation is made to the Host Booster Club which may be used to offset these costs. Check to see if your local music company will provide this as a service to our region. Judges will be paid for their breakfast meal, so **do not arrange for additional breakfast** other than bagels or doughnuts at the contest site.
- C. UIL will pay for lunches or dinners you bring in for judges, host director(s), UIL designated contest officials, instrument repairman, and recording technician (**\$12 per person for lunch, \$16 per person for dinner**). Reimbursement will be made to you, the school, other designated person, or your booster club. **Reimbursement will not exceed the approved meal allowances.** The Region will reimburse judges at the approved per-diem rate for any meals they buy. Attach receipts for meals to your expense form.
- D. By decision of the Region Music Executive Committee, UIL Region 25 is **not authorized** to pay for student workers meals, snacks or drinks.
- E. Travel is paid to the host or designee at current rate established by UIL Music for transporting judges to and from airport or hotel.

## Things I need you to do or know:

- A. Put the contest on your school calendar, make arrangements on your campus for bus parking, and reserve rooms (include warm-up, sightreading, contest office, auditorium, and a separate room for judges' meals other than contest office if possible).
- B. Send out information to Directors regarding organization for your contest (include map to school, bus parking, case storage, percussion provided, warm-up room, contest office, etc.)
- C. I will hire the judges and will send contracts to them. At least 30 days before the contest or ASAP, you will need to contact the judges regarding travel arrangements and hotel needs. As soon as you have the necessary information, email me with lodging needs for each judge (**see #2 under "Marching & Concert/Sightreading Information – Transportation/Lodging" below**). I will make the reservations with the designated hotels. Hotel accommodations are **not** provided for Solo and Ensemble judges as all are hired locally. I will communicate with judges after I have made their lodging arrangements with hotel information and directions to the hotel.
- D. For marching and concert/sightreading judges, make arrangements to have a director or parent pick up and return the judges to and from the airport if necessary. UIL will pay their mileage – remember to include any mileage on your expense form you will complete at the end of the contest.
- E. For instrumental contests, contact your local music company about sending an onsite repairman.
- F. I will make the arrangements with the recording technician for all UIL contests. I will also bring printed programs.
- G. UIL does not pay for rental or moving of grand pianos or organs for concert/sightreading contests. UIL will pay for piano tuning prior to contest. Digital pianos will be rented for solo and ensemble contests.
- H. I or the Region Chair will work with you to develop the performance schedule that will best work for our performing groups and your campus. **I will schedule a time for drawings** for performance order for all band and orchestra contests prior to the finalization of the contest schedule. Choir contest schedules are developed by the HS or MS Choir Division Chair in cooperation with the designated Contest Host.
- I. If I cannot be at your site, I will send an official UIL representative to run the contest office. The contest host or assistant director is not needed to help in the contest office; however, I do need you to assign one or two trustworthy students to help in the office. These students will help me with check-in when I have to be away from the office for any reason. Some directors prefer to designate a parent to help in the contest office vs. using students.

## **MARCHING & CONCERT/SIGHTREADING - TRANSPORTATION/LODGING**

1. As soon as you can after I have sent you the judges contact information, the Contest Host/Organizer will contact each judge regarding travel arrangements and lodging requirements. **IF THEY NEED A ROOM, REMIND THEM TO BRING A TAX EXEMPT FORM PROVIDED BY THEIR SCHOOL DISTRICT TO GIVE TO THE HOTEL.**

Encourage judges to make flight reservations NOW if they have not already done so, so they can get the best possible airfare. All flights should be schedule in and out of **Love Field**, Dallas due to the proximity to our contest sites. You will need to make arrangements for pick-up of judges to and from the airport (assistant directors or parents can usually help with this task). Anyone providing transportation of judges will be reimbursed mileage.

2. **I will make hotel reservations** – To do this, I will need the Contest Host/Organizer to communicate with each judge and provide me with the following information:
  - A. Name of judge
  - B. Arrival date
  - C. How many nights lodging is needed

**IMPORTANT: When you send the judges an information packet, be sure to include contest schedule. Let them know there will be a judges' meeting on the first day of the contest 30 minutes prior to the first performance time. Also communicate whatever plans you have made for picking up at the airport. Information packet should also include directions to the hotel and to the contest site.**

UIL does **NOT** pay for rental cars.

3. **UIL does not pay for Solo & Ensemble Judge Lodging.** These adjudicators are all hired locally.

## **CONTEST SITE AND PREPARATION**

1. **AS FAR IN ADVANCE OF CONTEST AS POSSIBLE**, send information letter, schedule, directions to school, etc., to
  - A. Participating Directors
  - B. Judges
  - C. Randy Bartlett [uilregion25@verizon.net](mailto:uilregion25@verizon.net)
  - D. Dave Lane – Recording Technician [dave@davelaneproductions.com](mailto:dave@davelaneproductions.com)
2. I will prepare packets for judges with evaluation sheets. I will also prepare and print programs for each contest.
3. Prepare sightreading folders (*if asked to do so*). Students should not handle sightreading music, and strict security should be maintained at all times regarding the music.
4. Provide stopwatch, adequate lighting for judges, music stands, and other equipment as needed in warm-up/concert/sightreading rooms. A current rule book will be brought to the contest by the UIL contest official.

5. **ORCHESTRA CONTEST HOSTS ONLY:** Have an alternate, appropriate sightreading 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!**
6. **IMPORTANT:** At concert and sightreading contests, the contest host should ensure that no directors in the performing classification be permitted in the sightreading room during a sightreading performance. Region 25 will allow the school's assistant director, parents, and school officials to accompany a group into sightreading (*as the director wishes*), but other directors in the classification will not be allowed in the sightreading room. If you encounter a problem enforcing this procedure, please contact me. Also, video cameras and other recording devices are not allowed in the sightreading room.
7. Provide adequate student help in concert area, sightreading room, and contest office. A set-up crew will be needed for the concert stage. Also, it is helpful to have assistance at the conclusion of the contest.
8. Make sure the contest office is set up and ready at least 30 minutes before the beginning of the contest. A work table (*at least one large or two small, countertops, etc.*) and adequate lighting are needed. If possible, the Contest Office should have one or two computers in the room with internet access available. **(THIS IS MANDATORY FOR SOLO & ENSEMBLE CONTEST SITES!)** Make sure school doors are unlocked so contest officials and recording technician can get into the building early if needed.
9. Prepare a ratings poster if appropriate.
10. Arrange for meals for judges, contest host, contest officials, instrument repairman, and recording technician.
  - A. *It is up to you if you want to take the judges out to dinner after a contest day. However, please keep in mind that our Region allows a \$36.00 per day meal allowance as stated on judges' contracts (\$8 breakfast, \$12 lunch, \$16 dinner). Please do not exceed these amounts for any meals provided. (i.e., lunch will be reimbursed at no more than \$12 per person)*
11. Provide an announcer and microphone to introduce concert groups. Please have the announcer dress **appropriately** when announcing!
12. Arrange for a repairman to be available to make emergency repairs at instrumental contests.
13. Arrange for piano tuning prior to contests if necessary. UIL will pay the bill.
14. Provide coffee, donuts, snacks, etc. for judges and directors, as appropriate (*see page 1 for details!*). (UIL contest administrator should not be responsible for making coffee or other "hospitality" duties).
15. Collect sightreading music at end of contest and return to Executive Secretary or UIL Representative in contest office. Sightreading music will be sold at reduced prices at the end of the contest season on a first come, first served basis.
16. If appropriate at your contest, you may want to provide shopping carts for purses – helps in eliminating stolen money and items.
17. If trophies or medals have been delivered to your building, have them taken to the contest office. (*No need to open boxes*)

18. If bells and announcements are a problem in the area of your building where the contest rooms are located, try and arrange for bells and PA to be turned off during the hours of the contest. Also, when preparing the contest schedule, consider whether lunch periods, students moving between classes, etc., will present a noise problem in contest areas.
19. Make sure there is adequate parking for buses and equipment trucks. Include this information with what you send to directors prior to the actual contest day.
20. If appropriate, provide concessions for students (depends on the contest whether this is necessary or practical).
21. For solo/ensemble contests, arrange for rental or tuning of pianos (I have reserved enough digital pianos for the all contests this year through Romeo Music (Julie Romeo 214-673-6002). You will want to contact her to finalize delivery and pickup arrangements for these pianos. Please do this early!
22. Post signs indicating locations of warm-up area, contest office, etc.