

ENTERING CONCERT & SIGHTREADING EVALUATIONS

- Before you can enter this year's event, you must have registered as a director on www.texasmusicforms.com or through the Charms Program if you have purchased the program for your school. Each entry for a school should be entered using group's director username and log-in. **If you have not already done so, please update your Conference information on texasmusicforms.com and your Charms account if you have one.** Remember that your name, as the director of a group, will appear on all forms exactly as you type it on your registration. **There is a place to list additional directors of a group.**
- Log on to www.texasmusicforms.com to enter this year's event. You will click on **FORM 4** to submit your entry for C&SR; the sightreading **FORM 5** is automatically created when you submit your **FORM 4**. You do **NOT** need to print off these forms – Judges for Region 25 use the on-line adjudication system!
- Region 25 uses the following designations for non-varsity groups: Non-Varsity, Sub Non-Varsity A, Sub Non-Varsity B, Sub Non-Varsity C, etc. If you have questions on how to enter, please call Randy.
- After submitting your entry, click on **“Review Entries”**; then click **“Print Invoice”**. The system automatically calculates your fees and creates an invoice that you can use as your official paperwork to request payment. **PRINT TWO COPIES – ONE FOR YOUR PAYMENT REQUEST & ONE FOR YOUR RECORDS.** *You do not need to send me a copy of the invoice.*
- **FORM 1** - On the day of the contest, bring one copy listing all eligible students who will perform. A separate Form 1 must be submitted for each performing group from your school. This form must be submitted to the UIL office before your scheduled performance time. This form must be signed by your principal or superintendent. You may choose to email or mail your signed **FORM 1** to Mr. Bartlett prior to contest day.
- Turn in 3 sets of judges' original scores with **measures numbered** at the UIL office when you arrive.
- Band & Orchestra Directors must turn in 3 setup charts at the UIL office when you arrive.
- [Concert Announcer's Script Link](#) **Please type on this form before printing and turn in to the UIL office when you to arrive.**
- Please make every effort to send entry fee payment by the entry deadline date. **UIL REGION 25 MUSIC DOES NOT RETURN ENTRY FEES FOR GROUPS WITHDRAWN AFTER THE ENTRY DEADLINE DATE.**

TO SUM UP:

- 30 days before contest, submit entries using the on-line entry system & submit entry invoice for payment!
- 30 days before contest, MAIL a district check for your entry fees to the address below:

MAILING ADDRESS: UIL Region 25 Music, 1308 Luverne Dr., Wylie, TX 75098
EMAIL ADDRESS: randybartlett@uilregion25music.com Cell 817-475-3374