

## INSTRUCTIONS FOR ENTERING CONCERT & SIGHTREADING CONTESTS

1. Before you can enter contest, you must have registered as a director on [www.uilforms.com](http://www.uilforms.com) . Be sure to register only once, choosing a user name and password that you will remember. 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 when you complete your contest entry form at [www.uilforms.com](http://www.uilforms.com) .**
2. Log on to [www.uilforms.com](http://www.uilforms.com) to enter contest. 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.
3. Region 25 uses the following designations for non-varsity groups: Non-Varsity A, Sub Non-Varsity B, Sub Non-Varsity C, Sub Non-Varsity D, etc.
4. After submitting your entry (ies), 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.*
5. **Entry fees** are as follows:
  - a. Bands:
    - i. 1A-2A-3A (Varsity & NV) - \$395 per group (*includes state fee and CD recording*)
    - ii. 4A & 5A Varsity - \$410 per group (*includes state fee and CD recording*)
    - iii. 4A & 5A Non-Varsity - \$395 per group (*includes state fee and CD recording*)
    - iv. Middle Schools (all) - \$395 per group (*includes state fee and CD recording*)
  - b. Choirs:
    - i. All - \$385 per group (*includes state fee and CD recording*)
  - c. Orchestras:
    - i. High School (full & string) - \$400 per group (*includes state fee and CD recording*)
    - ii. Middle School - \$395 per group (*includes state fee and CD recording*)
6. On the day of the contest, bring 1 copy of the **FORM 1** listing all eligible students who will perform. **THIS FORM SHOULD BE SUBMITTED TO THE CONTEST OFFICE BEFORE YOUR SCHEDULED PERFORMANCE TIME.** Form must be signed by principal. You **may** choose to mail or fax Signed Form 1 prior to contest.
7. Don’t forget to turn in 3 sets of judges’ scores with **measures numbered**, to the contest office.
8. **PLEASE MAKE EVERY EFFORT TO SEND ENTRY FEE PAYMENT BY THE CONTEST DEADLINE DATE.**

### TO SUM UP:

- **30 days before contest** (see “Entry Due Dates” on webpage for deadlines) (or earlier), submit entries using the on-line entry system & turn in Invoice page for payment request
- **30 days before contest, MAIL the following items to the address below:**
  1. Check or money order for entry fees (*if possible*)

**MAILING ADDRESS: UIL Region 25 Music, 1308 Luverne Dr., Wylie, TX 75098  
Fax 972-442-5318; Phone 972-442-5092; Cell 817-475-3374**