

INSTRUCTIONS FOR ENTERING MARCHING BAND CONTEST

1. Before you can enter contest, you must have registered as a director on www.uilforms.com or through the Charms Program if you have purchased the program for your school. 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.**
 2. Log on to www.uilforms.com to enter contest. Click on “**Form 2 - Marching**” located on the right side of the page to submit your entry for Marching Contest and follow the prompts. Be sure to choose the correct contest.
 3. 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!**
 4. **Entry Fee** for marching bands is **\$330** which includes the state fee. Be sure to go to “**Review Entries**” at www.uilforms.com to print off an “**INVOICE**” to submit to your business office or fine arts director for your entry fees to be paid. Fees are due to my office/home by the deadline date.
 5. **Parent/Student UIL Marching Band Acknowledgement Form** – You must have a signed copy of this form on file at your school for every student participating in marching band. Once you have a valid form on file for a student, it is not necessary to get a new form signed each year; only for new students. Both parent and student must sign the form. This PDF form is on the website under “Region Marching Information”.
 6. **Mr. Video** – See *Mr. Video* documents located on the website under “Region Marching Information”. These forms contain all information and instructions needed to request a DVD of your performance and authorization for *Mr. Video* to record your band! ***No forms or payments for DVDs are to be sent to Randy – everything goes directly to Mr. Video – they have deadlines stated on forms.***
 7. **30 DAYS BEFORE CONTEST** (*see schedule for deadlines*); submit your marching entry through uilforms.com.
 8. **30 DAYS BEFORE CONTEST** (*see schedule for deadlines*), the following items should be fully completed and **MAILED TO UIL REGION 25 MUSIC:**
 - a. Completed “Bus/Equipment Truck/Chaperon Information” form (*PDF form on website*)
 - b. Completed Announcer’s Sheet (*PDF form on website*)
 - c. Completed Statement of Compliance (*PDF form on website*)
 - d. Letter of Intent for Area B (*PDF forms on website*)
 - e. Check or money order for total amount due (**\$330** per group)
- **Marching Forms Link:** [Marching Band – Additional Forms \(to be submitted in addition to online entry process\)](#)
9. **FORM 1** - Bring 1 copy of the official Form 1, listing all eligible students who will perform. Principal must sign form. (*You may fax this form earlier if you wish 972-442-5318*)

MAILING ADDRESS: UIL Region 25 Music, 1308 Luverne Dr., Wylie, TX 75098
Fax 972-442-5318; Phone 972-442-5092; Cell 817-475-3374
EMAIL ADDRESS: uilregion25@verizon.net