

INSTRUCTIONS FOR ENTERING SOLO & ENSEMBLE CONTESTS

Band & Orchestra Students – ALL band students from 4A & 5A schools will enter the contest held at Plano East HS. ALL 1A/2A/3A Schools and Allen HS and **ALL Orchestra Students** will enter the contest held at Prosper HS.

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. **30 days before the contest** (see Schedule Page for deadlines), complete your entries using the on-line entry system. Be sure to register only once, choosing a user name and password that you will remember. **Only one director's log-in should be used for entering all S&E events!**
2. **Piano events** enter the Vocal contest; **Guitar events** enter the String contest. Please note that digital pianos are being used for all accompaniments at our contests. **Band and Orchestra directors entering piano solos** will need to **create a separate profile** on www.uilforms.com identifying you as a choir director for this entry.
3. **Band/String/Guitar/Piano Fees** - \$12 per solo; \$8 per ensemble member (*10 minutes per event scheduled*).
4. **Vocal Fees** - \$10 per solo; \$6 per ensemble member (*8 minutes per event scheduled*). Fees should be paid no later than contest day.
5. UIL rules now allow for late solo & ensemble entries as follows.
 - A. **Inadvertently omitted** entries will be accepted up to the day of the contest provided that the school has already submitted entries by the official deadline, and that the additional entries do not disrupt the schedule.
 - B. **Additional late fees as indicated under "Late Entries" will be due no later than the day of the contest.**
6. **Title changes** will be allowed until 7 days before the contest. After the Official Deadline Date, **notify Randy by email** if you need to make a title change, indicating **name of student** and **new title** in the email. **Do not expect to change titles on the day of the contest!**
7. After submitting all your events, go to **"Review Entries"**; you can check for accuracy, make sure all students are entered, titles are correct, etc. Then click **"Print Invoice"** – this will serve as your official paperwork to request payment of fees – fees will be automatically tabulated. **IMPORTANT: Print a copy of the invoice to turn in for payment. FEES SHOULD BE PAID NO LATER THAN CONTEST DAY.**
8. It is your responsibility to follow UIL rules regarding how many events a student is allowed to enter. **Choir Directors; please note that parts may not be doubled on Class 1 Small Ensembles. Class 2 Vocal Small Ensembles, Class 3 Vocal Small Ensembles, and Madrigals may not exceed more than two students on a part.** Call Randy if you have any questions.
9. **ONLY 9th graders may enter class 3 solos with these exceptions:**
 - A. FIRST YEAR 10th grade vocal students may enter class 3 solos
 - B. Instrumentalists (grades 9-12) performing on a secondary instrument may enter a class 3 solo.
10. On the day of the contest, bring 1 copy of the official **FORM 1**, listing all eligible students who will perform. Principal must sign this form. Signed Form 1 may be faxed prior to contest (972-442-5318).
11. Remember all evaluation forms will be printed for you – **DO NOT** bring your own forms to use at the contest.
12. The contest will be scheduled by accompanist, so **please indicate Accompanist** names on your entries. You may include AM or PM preference, but - **LARGE SCHOOLS – PLEASE DO NOT EXPECT ALL OF YOUR EVENTS TO BE SCHEDULED BEFORE NOON!** This creates an impossible nightmare for the contest host. Every effort will be made to accommodate individual students' scheduling needs.

PRINT A COPY OF YOUR ENTRIES ("REVIEW ENTRIES") AND POST IT SO STUDENTS CAN VERIFY ACCURACY AND THAT THEY ARE ENTERED!