

INSTRUCTIONS FOR ENTERING SOLO & ENSEMBLE CONTESTS

Bands – ALL Schools from Wylie and Plano will be entering the contest held at Plano East HS. ALL other schools will enter the contest held at Lovejoy HS. Be sure to enter the correct contest. (*No late date this year*)

1. Piano events enter Choir contest; guitar events enter Orchestra 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.
2. Fees - \$10 per solo; \$6 per ensemble member. Fees should be paid no later than contest day.
3. 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. **An additional late fee of \$10 per event will be due no later than the day of the contest.**
5. **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 – this is necessary so a new official evaluation form can be printed. **Do not expect to change titles on the day of the contest!**
6. **30 days before the contest** (see Schedule Page for deadlines), complete your entries using the on-line entry system (www.uilforms.com) on the website. Before you can enter contest, you must be registered as a director on uilforms.com. **Only one director's log-in should be used for entering all events!**
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. **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.
9. 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 mailed or faxed prior to contest.
10. Remember all evaluation forms will be printed for you – DO NOT bring your own forms to use at the contest.
11. Be sure and remember to change the default “dummy” student name from “Bob Edwards” to your actual students’ names!
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.
13. ***PRINT A COPY OF YOUR ENTRIES (“REVIEW ENTRIES”) AND POST IT SO STUDENTS CAN VERIFY ACCURACY AND THAT THEY ARE ENTERED!***