

**UIL SOLO & ENSEMBLE CONTEST
TWIRLING INSTRUCTIONS
UIL REGION 21**

CHANGES TO YOUR ENTRIES:

You can delete and add corrected entries before the 30-day deadline. However, editing entries after the 30-day deadline can only be done by the executive secretary.

There is no cost for editing entries. Requests should be made by e-mail, and editing closes the week before contest. Information that can be edited is:

1. Error made on entry: misspelled name, incorrect grade
2. Delete a name from an ensemble, which changes the event; i.e. Quartet to Trio
3. Combining several ensembles into fewer ensembles.
4. Name change to an ensemble. However, if more than half of the names change, then it is considered a new late entry (except in the case of #3 above).

When you need an edit done, please put it in this format:

<p>700 – Twirling Solo Entry No. 2118180 Trevino, Annalisa (11)</p> <p><i>Correct spelling and grade to:</i> Trevino, Annalise (10)</p>	<p>OR</p>	<p>774-Twirling Quartet Entry No: 2104108 Brown, Ann (10) Browning, Susan (10) Craver, Dawn (10) Dean, Jennifer (10)</p> <p><i>Change to 773 Twirling Trio:</i> Brown, Ann (10) Browning, Susan (10) Craver, Dawn (10)</p>
--	-----------	---

LATE ENTRIES:

If you need to ADD an entry after the entry deadline, that becomes a Late Entry. Directors that have late entries will enter through Texas Music Forms, but will choose the Late Entry contest instead of the regular contest. Late entries could be:

1. Student solos that were inadvertently omitted.
2. Student ensembles that were inadvertently omitted, or that have more than a 50% change in names.

Late Entry deadline is the week before contest. Directors may or may not receive performance slots for late entries that are done at or near the deadline. If you do not have enough slots in your schedule, please use your DNA slots or try calling another school to use their DNA slots. Late entry fees are double per person. Don't forget to print an invoice to send to your business office for payment.

DAY-OF LATE ENTRIES:

Directors that have entries to edit or enter AFTER the Late Entry deadline must wait until the day of contest. It will be the director's responsibility to find a computer and make their edits/entry (or entries) through Texas Music Forms, choosing the "Day-Of" late entry contest. After entries are complete, print your comment sheet and bring it to the contest office to exchange that form for an "official" comment sheet. Day-Of late entry fees are double per person. When you get back to your school, don't forget to print an invoice to send to your business office for payment.

SCHEDULING YOUR ENTRIES:

Each school attending Solo & Ensemble contest will receive a master schedule with their school's time slots equal to the total number of events entered. This will happen a couple of weeks after the entry deadline. Directors should then find their slots, and schedule their solo and ensemble events within those slots. The master schedule will be emailed to directors and posted on the Region 21 web site.

The following will be helpful as you schedule your events in your time slots:

1. Schedule your students their slots based on experience. Usually directors start with inexperienced twirlers first and work up to the most experienced.
2. Schedule routines with high tosses in the gym, which will probably have the highest ceiling.
3. Distribute unused slots (DNA's-students that don't perform) equally among all of your assigned judges. The timing for the contest assumes a certain percentage of DNA's, so in order for the contest to stay on schedule, DNA's must be equally distributed among all your judge slots
4. Prepare a written copy of your school's contest schedule for yourself, your students, and contest monitors. You can use the master scheduling document to develop your own, and be sure your students know their judge number, room number, and performance times.

Please remember: You must schedule all of your students within your assigned blocks of time. Contact the Executive Secretary immediately if you do not have enough time slots. If you have difficulty scheduling your students, try calling another director who has slots that will work for you. Directors may mutually agree to trade assigned time slots if you can't get yours to work.

SOLO & ENSEMBLE CONTEST (DAY-OF):

When you arrive at contest, check-in at the contest office. Be sure to allow enough time to accomplish all of your tasks and to allow your students to warm up. Your tasks include:

1. Turn in any remaining required forms, including a complete & accurate Form 1 listing all participating eligible students & signed by Principal or Superintendent. This form may be brought the day of contest (or e-mailed). Form 1 must be in the possession of the Contest Chairman the day of contest. Without Form 1, comment sheets and awards will not be released.
2. Please highlight your DNA slots on the master schedule on the check-out table so that another school may use those times and so the judges, monitors and office staff will know what to expect. Also, if you gave DNA slots to another school, please write that other school's name in your slots.
3. Check out your packet, which contains your comment sheets. Sort your sheets by judge number and scheduled time. Write the judge number, room number and assigned performance time on the top left corner of each sheet. You can also write DNA in the top left corner if that event is not performing. Leave the big envelope the contest office, so your adjudicated sheets can be returned there. Also leave the DNA sheets in the envelope.
4. Deliver your comment sheets to each judge's monitor. Be sure to deliver the sheets early enough so the students can perform on time. Please give each monitor a copy of your school's schedule for that room, including highlighted unused DNA time slots.

5. Instruct your students and accompanists to check with their judge's monitor early and frequently before their scheduled time. Students will need to plan their warm-up accordingly.

CONTEST CHECK-OUT:

After all your students have performed and ratings have been posted, the director should check-out in the contest office. A checkout sheet indicating ratings, DNA's, TSSEC certified solos and ensembles, and a medal count will be provided. The director then should compare the print out to the adjudicated sheets in the school's envelope to confirm accuracy. Medals will then be given to the director and will sign the checkout sheet indicating the count is accurate.

POINTS TO REMEMBER:

- For directors that DO NOT come to twirling contest and send their twirling sponsor: You must FULLY inform your sponsor what to do at twirling contest. Print these instructions and give it to them. If you have a DAY-OF late entry, please do the entry at your school following the instructions mentioned previously under DAY-OF LATE ENTRY. If your sponsor must make a Day-Of Late Entry, they must be fully trained and have access to your Texas Music Forms account.
- Region 21 appreciates the schools and staff that host our events. Instruct your students to respect their facilities, to follow all posted instructions, and to CLEAN UP THEIR MESS. Uncooperative students may be instructed to leave the contest site immediately.
- Please be sure to thank our hosts for their preparation and use of their school.
- You may adjust your student's performance order, if necessary, to keep the contest on schedule, but changing judges requires approval from the contest office.
- If you have any late entry fees, please pay them in a timely manner. Cash is accepted.
- Events that qualify for Texas State Solo & Ensemble Contest will have a posted rating of 1C (certified). Events that make a first division, but do not qualify for TSSEC will have a posted rating of 1.
- Do not send TSSEC entries or fees to Region 21. They go directly to Austin.