

CONTEST ENTRY PROCEDURES  
REGION 21 UIL MUSIC  
*Marching*

You will enter this contest on-line using your log-in name and password. Entries may be done as soon as the competition has been set up for on-line entry. Remember your log-in and password and use the same one every time. You may delete and add your group up to the thirty-day deadline. After that point, you may only add a group as a LATE ENTRY. After the seven-day deadline, you must call the ExecSec. All comment sheets will be printed for you and delivered to the contest site.

Only high school students (9<sup>th</sup> – 12<sup>th</sup> grade) may enter this contest. However, there are some exceptions for composite groups. See the UIL C & CR.

There is no longer an “Area Intent” form. Instead, put a checkmark by the “I certify that my school...Area..if certification is met” on the bottom of Form 2 and then select OPEN class or MILITARY class.

FORMS TO KEEP (by you or your ISD)

- Documentation that all teachers that work with the marching band have completed “Safety Training” via the UIL “Safety Training Modules”
- Documentation that all Parents/Students have signed the “8 Hour” Acknowledgement form.
- Documentation that all marching band participants have taken a physical.

FORMS TO SUBMIT (On or before the entry deadline):

- Printed Invoice Form 1A (from your on-line entry)
- A School Check for entry fees.
- Statement of Compliance signed by director and principal.
- Announcer’s Script with BOTH pages filled.
- Video Form receipt. You will receive an email receipt confirming that you submitted your Video Form. Forward that receipt to me.
- Turn in 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.

**Do not print comment sheets.**

SCHEDULE REQUEST. If a director feels he/she has a legitimate reason for a special schedule request (i.e. another UIL event), a letter with justification (with complete details) and potential performance windows should be submitted. It must be typed on school letterhead and signed by the group’s director, supervisor (head director or supervisor), and principal/superintendent. The Region 21 Executive Secretary must receive the request by the contest entry deadline (preferably by email), unless the conflict occurred last minute. A request made after the schedule is published is probably not possible.

LATE ENTRIES are accepted provided that the school has already submitted entries by the official deadline, and that the additional entries do not disrupt the contest schedule. Submit late entries by entering the appropriate on-line “LATE” contest. Print two copies of your invoice; one for your business office, and one to send to the ExecSec. Once the seven-day deadline prior to the first day of the contest passes, you must call the ExecSec.

**All LATE ENTRIES will be subject to a reprimand by the Region Executive Committee**