

REGION 21 UIL MUSIC
SOLO & ENSEMBLE CONTEST
DIRECTORS' INSTRUCTIONS

CONTEST SCHEDULE:

Schools are assigned blocks of time by judge. Judges are designated which events may be scheduled. **DIRECTORS SCHEDULE THEIR STUDENTS' EVENTS WITHIN THEIR SCHOOL'S THE ALLOTTED TIME BLOCKS.** High school instrumental events are scheduled on a **SEVEN MINUTE** schedule (14 minute for Medium Ensembles); middle school and all vocal events are scheduled on a five minute schedule (10 minute for Medium Ensembles). Schedules are posted at www.uilforms.com/regions/21/

The following will be helpful in scheduling time blocks:

1. **SCHEDULE SOLOIST BY THEIR ACCOMPANIST FIRST.** Accompanist should have his/her students (who are assigned to the same judge) perform consecutively in that room before the accompanist moves to his/her next room. You will need to leave some unassigned time slots to schedule ensembles. Unless a judge is designated "Solo" or "Ensemble" only, each judge will probably need to hear a combination of solos and ensembles.
2. **SCHEDULE ENSEMBLES NEXT.** Care must be taken not to schedule an ensemble member so that his/her time conflicts with another assignment. You may need to adjust step one (scheduling soloist) before you devise a schedule that will work.
3. **DISTRIBUTE ANTICIPATED DNA'S EQUALLY AMONG ALL OF YOUR ASSIGNED JUDGES.** The schedule assumes a percentage of DNA's and in order to stay on schedule the day of contest, DNA's **MUST** be distributed equally among all judges.
4. **PREPARE A WRITTEN COPY OF YOUR SCHOOL'S CONTEST SCHEDULE.** Be sure that your students and their accompanists know their assigned time, judge #, and room number.

PLEASE REMEMBER: You must schedule all of your students within your assigned blocks of time. Directors may mutually agree to trade assigned time slots. Contact the Contest Director **immediately** if you do not have enough time slots or if you have difficulty scheduling your students. **With block scheduling, if even one judge gets behind schedule, the orderly flow of the contest is disrupted for everyone.**

CONTEST CHECK-IN:

When you arrive at contest, **CHECK-IN AT THE CONTEST OFFICE.** Be sure to allow enough time to accomplish all of your paperwork and to allow time for your students to warm-up and report to their judge on-time (early!).

This procedure should be followed:

1. **TURN-IN A WRITTEN COPY OF YOUR SCHEDULE.** There will be a blank copy of the master contest schedule posted in the Contest Office, and we have found it helpful for directors to mark their DNA's on any unused time slots.
2. **TURN-IN ANY REMAINING REQUIRED FORMS.** We must have a **UIL FORM #1** listing all students who are eligible on the day of the Contest before students can perform. This form must be signed by either your principal or superintendent.

3. **CHECK-OUT YOUR COMMENT SHEETS (these will be pre-printed by the contest office.** Sort your sheets by judge # and scheduled time. Put the **judge #** and the **assigned performance time** on the **TOP RIGHT CORNER** of each sheet.
4. **TURN-IN COMMENT SHEETS FOR ALL DNA'S TO THE CONTEST OFFICE.**
5. **DELIVER YOUR COMMENT SHEETS TO EACH JUDGE'S MONITOR.** Be sure to have the comment sheets delivered so your students can start their performances on time. It will help the monitor if you would provide a copy of your students' schedule for that room, indicating DNA's for time-slots you will not need.
6. **INSTRUCT YOUR STUDENTS AND ACCOMPANIST TO CHECK WITH THEIR ASSIGNED MONITOR EARLY AND FREQUENTLY BEFORE THEIR SCHEDULED TIME.** Students will need to plan their warm-up time accordingly. (This is especially important for ensembles.) You may adjust the performance order, if necessary, to keep the contest on schedule, but approval from the Contest Office will be required to move an event to another judge. **(NOTE: There will NOT be an *OVERFLOW JUDGE*)**

CONTEST CHECK-OUT:

AFTER ALL OF A SCHOOL'S STUDENTS HAVE PERFORMED AND RATINGS HAVE BEEN POSTED, THE DIRECTOR WILL COME TO THE CONTEST OFFICE TO CHECK-OUT. A print-out indicating *ratings, TSSEC certified solos/ensembles, and a medal count for the school* will be provided. An envelope for each school will contain all comment sheets. The director will be asked to compare the comment sheets with their print-out, and confirm posted results. **Submit to the Contest Director the comment sheet of any class I solo that qualifies for the non-memorized exception for TSSEC.** The director can then sign the check-out form, and receive students' medals.

NOTES:

PLEASE REFER TO THE CONTEST CALENDAR FOR CONTESTS DATES AND SITES.

WE APPRECIATE ALL REGION CONTEST HOSTS. INSTRUCT YOUR STUDENTS TO RESPECT THEIR FACILITIES, AND TO FOLLOW ALL POSTED INSTRUCTIONS. UNCOOPERATIVE STUDENTS MAY BE REQUIRED TO LEAVE THE PROPERTY IMMEDIATELY.

TO QUALIFY FOR THE TSSEC, most solos must be performed by memory at Region. Instrumental soloist will declare to the judge **before their performance** if the solo will be performed by memory. As noted above, you must **submit to the Contest Director the comment sheet of any Class I solo that qualifies for the non-memorized exception for TSSEC.** Comment sheets for events that qualify for the TSSEC will be stamped in the contest office, and that sheet must be presented to the monitor at the TSSEC in order to perform. **TSSEC on line entry @ www.uil.utexas.edu** is open each year from March 1, to April 1. **THE ENTRY DEADLINE IS APRIL 1. Do not send State entries to the Region UIL Office; TSSEC ENTRIES GO DIRECTLY TO AUSTIN.**

PLEASE CALL OR E-MAIL ME IF YOU HAVE ANY QUESTIONS. jh
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