

# **UIL SOLO & ENSEMBLE CONTEST SCHEDULING INSTRUCTIONS UIL REGION 21**

## **SCHEDULING YOUR ENTRIES:**

Each school attending Solo & Ensemble contest will receive blocks of time equal to the total number of events entered. After the entry deadline, you will receive a document (master schedule) with blocks of time designated for each competing school. Directors should then find their blocks, and schedule their solo and ensemble events within those blocks. 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 ensembles first. Be careful not to schedule an ensemble member's solo at a time conflict with their ensemble. All judges can hear solos and ensembles. Medium ensembles will have double slots.
2. Schedule soloists by their accompanist next. Accompanists should have a group of soloists assigned to the same judge perform before the accompanist moves to his/her next room. Be careful not to schedule the same accompanist two places at the same time.
3. Distribute unused slots (DNA's-students that don't perform) equally among all of your assigned judges. Use them to give your accompanist time to get from one room to another, to buffer a soloist's time from their ensemble time, or to finish early. 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. You can use the master scheduling document to develop your own, and be sure your students and accompanists 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:**

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 should include:

1. Turn in any remaining required forms. A UIL FORM 1 listing all eligible students must be on file with the contest office before any student can perform. Remember to get this form signed by your principal or superintendent before leaving your school.
2. There will be a master schedule in the contest office. Please highlight your DNA slots so that another school may use those times and so the judges and office staff will know what to expect.

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.

**NOTE:** About a week before contest, the executive secretary will print comment sheets for each individual school. If you have a lot of entries, you may want to get your school's sheets so you can process them ahead of time. If you do this, the only marks you may make on the sheet will be in the top left corner. **DO NOT CHANGE ANYTHING ELSE ON THE SHEET.** If you see a mistake, point it out the executive secretary.

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. It will help if you would give each monitor a copy of your school's schedule for that room, including 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 will 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 will compare the print out to the adjudicated sheets in the school's envelope to confirm accuracy. Medals will then be given to the director, who will sign the checkout sheet indicating the count is accurate.

### **POINTS TO REMEMBER:**

- Region 21 appreciates the schools and music staff that host our events. Instruct your students to respect their facilities, and to follow all posted instructions. 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.
- Soloists that qualify for TSSEC will have a posted rating of 1C (certified). Soloists that make a first division, but do not qualify for TSSEC will have a posted rating of 1.
- TSSEC on-line entry is open from March 1 – April 1. The entry deadline is April 1.
- Do not send TSSEC entries or fees to Region 21. They go directly to Austin.