

UIL SOLO & ENSEMBLE CONTEST PROCEDURE SCHEDULING AND DAY-OF INSTRUCTIONS

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 (except possibly late-entries). This should happen 7-14 days before the contest. 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 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.
5. For band and orchestra soloists, if you have a student that is playing an NMR piece (no memory), please copy the info about the piece in the PML, and print it. Then put it in the judge's score so there will be no question about memory.

Like this:

Code ▲	Event Name	Title	Composer	Arranger	Publisher [Collection]	Grade	Specification
202-1-32933	Flute Solo	Partita in a minor (BWV 1013) (Solo Sonata)	Bach, J.S.		Any Publisher	1	(play mvt. 1 (Allemande) and one other mvt.) (unaccomp) NMR:(play mvt. 1 and one other mvt.)

Please remember: You must schedule all of your students within your assigned blocks of time. Contact the Executive Secretary immediately if you weren't assigned enough on-time entry 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:

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. 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. 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 and office staff will know what to expect.

3. For any events you don't have time slots, use the master schedule highlighted slots. Write your school name in each slot used.
4. 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: 7-14 days 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 WITHOUT PERMISSION.** If you see a mistake, point it out the executive secretary.

5. 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.
6. 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.

DAY-OF LATE ENTRIES AND EDITS:

Directors may have entries to edit or enter on day of contest.

If you have a last minute name change to an ensemble (**edit**), bring the comment sheet to the contest office with the appropriate name(s) marked out and the correct name(s) written in, remembering the 50% rule. Get this approved by the contest chair, and either use that sheet or ask for an "official" new comment sheet – your choice. There is no charge for this service, but it may take some time.

If you have an **entry** of any kind (title change, event change, omitted event, etc.), it will be the director's responsibility to find a computer and make their entry (or entries) through Texas Music Forms, choosing the "Day-Of" late entry contest. After entries are complete, print your comment sheet(s) and bring to the contest office to exchange for an "official" comment sheet. This will take some time, because a new entry must be made in the contest program, and the sheet must be printed. When you get back to your school, don't forget to print an invoice to send to your business office for payment. Day-Of fees are \$20 per person.

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, 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 TSSEC 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.