

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.

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” or school district Purchase Order/Requisition 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.
- One “Form #1,” signed by your principal or superintendent, listing the entire eligible membership of the competing organization alphabetically. This form must be in the hands of the ExecSec or Contest Chairman before your students perform. All eligible marching band students must be listed. This form may be brought the day of contest.

**Do not print comment sheets.**

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**