

REGION 26 ENTRY PROCEDURES

Marching Contests 2012

ENTRY DEADLINES:

ALL entries must be submitted online, and checks and Invoice Form 1As postmarked, **no later than 37 days prior to the first day of competition.** (The extra 7 days was mandated by our Executive Committee, with the hope that this will allow plenty of time for the entries to be processed by all parties and the schedule sent out 2-3 weeks prior to the contest.) **Please be aware that there is a \$50 fee for late entries. The check must be included.**

HOW TO ENTER THE CONTEST:

ENTER VIA www.uilforms.com

- 1) Register your school. Enter all of your Director Information. Be sure you are registered only once, and have only one username and password.
- 2) Then go to the correct Marching entry section, and enter the requested info for **Certification Form 1** and the **Marching Contest Evaluation Form 2**.
- 3) Once you have completed your online entry, you will be able to view your forms, including the Form #1, Form #2, and the **Invoice Form 1A**. Click on "Review Entries," and print out your **INVOICE FORM 1A to send with your entry fees. Your TOTAL AMOUNT DUE will appear on the INVOICE FORM 1A, which automatically computes the total of your group entry fee and state organization fee. Marching Band Videos will NOT be computed here, and will be a separate transaction. (NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your check or purchases order ONLY from the INVOICE FORM 1A!)**
- 3) **MAIL your INVOICE FORM 1A, your check, the STATEMENT OF COMPLIANCE, and your LETTER of INTENT to the Region Executive Secretary prior to the deadline. Checks (or purchase order) must exactly match the amount shown in Invoice Form 1A. (SEE NEXT PAGE FOR EXPLANATION OF STATEMENT OF COMPLIANCE AND LETTER OF INTENT.)**
- 4) The program should generate a confirmation email to you, letting you know that your entries have been submitted. This is your official entry confirmation. This confirmation is a feature of the online entry system, and is not generated by the Executive Secretary. We will personally contact you only if we encounter any problems.

(There is no need to send by Certified Mail. However, if you prefer to use "Delivery Confirmation" for your peace of mind, feel free to do so.)

**Mail to: Jim Van Zandt, Region 26 Executive Secretary
4000 Springwillow Lane
Round Rock, TX 78681**

- 5) You may also send your Form I signed by your principal. However, you have the option of mailing or hand delivering it later, since eligibility could change between the entry deadline and the contest.

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EXPLANATION OF FEES

- The STATE ORGANIZATION FEE (**Included in the INVOICE FORM 1A**) is \$10.00 for Marching Contests
 - GROUP FEES (For Each Competing Group) are set at the annual meeting of the Region 26 Executive Committee and will vary, but are itemized online when you access your entry procedures at uilforms.com. The fee amounts are posted on the Region 26 website.
 - DVD VIDEOS are provided for sale to the public by Box Five Video Productions. Order forms will be provided. One complimentary director copy of the high camera DVD will be provided to each band.
 - Jolesch Photography will be doing photographs at the A, AA, and AAA marching contest only.
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SUMMARY

Review all the following to ensure that your entry is accurate and complete:

- Entry Check and INVOICE FORM 1A must be sent by the deadline to the executive secretary.
- FORM # 1 - (May be sent at the time of the entry, or submitted prior to the performance)
- FORM #2 - Do not send these with your entry. We will print them and deliver to the contest!
- PARENT/STUDENT UIL MARCHING BAND ACKNOWLEDGEMENT FORM (available on the Region 26 UIL website) - **Must be on file with the school principal or his designee prior to marching competition.** One form per student is to be kept on file through his/her high school career. (Required for all conferences)
- STATEMENT OF COMPLIANCE (available on the Region 26 UIL website) – Required by UIL prior to your marching competition. Please complete this form and return it with your entries by the entry deadline date. (Required for all conferences)
- LETTER OF INTENT (available on the Region 26 UIL website) – For those groups wishing to be included in the selection of bands advancing to the Area Competition (Required for AAA and AAAAA only in 2008)
- CONTEST SCRIPT (available on the Region 26 UIL website) – Required prior to your marching competition, but may be delivered on the day of the contest.
- MARCHING CONTEST EXTRAS (not included as a part of the entry fee on Invoice Form 1A)
 - Video recording: Box Five Productions provides a complimentary copy, so no extra info is needed. However, you may order additional copies prior to, during, or after the contest.
 - Photographs: Jolesch Photography – A-AAA only

FAILURE TO PARTICIPATE: "A band, choir, or orchestra that fails to compete after officially entering a region organizational event contest shall be penalized in accordance with Subchapter R unless excused for justifiable reasons by the region executive committee."

**** A GROUP MAY NOT "DNA" WITHOUT PRIOR CORRESPONDENCE. ****

If a group is going to cancel, the Principal must send a letter of explanation to the Region 26 Executive Committee. This letter must be on school stationary, and include all data, regarding numbers, voicing, instrumentation, etc., explaining how eligibility has affected your group. **This letter must be very specific, and signed by the principal! There will be no refunds of entry fees.**