

# REGION 26 ENTRY PROCEDURES

## Marching Contest

### ENTRY DEADLINES

All entries must be submitted online, and checks for fees postmarked, not later than 37 days (soft deadline) prior to the first day of competition. (The extra 7 days is mandated by our Region 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 event.) **Please be aware that there is a \$50 fee for late entries. The check, along with the online entry, must be received by the deadline.**

### HOW TO ENTER THE CONTEST:

ENTER VIA [www.texasmusicforms.com](http://www.texasmusicforms.com) or via Charms

1. Register your school. Enter all of your director profile info.
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**.  
*ATSSB Bands: Be sure to click on Region 26, or your entry will not be properly processed.*
3. Once you have completed your online entry, you will be able to view your forms, including the Form 1 and Form 2. To generate the Invoice Form 1A, just click on the field labeled, "Print Invoice." Your total amount due will appear on the Form 1A, which automatically computes your group entry fee plus the state organizational fee. This Form 1A must accompany your entry fee check. **NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your check ONLY from this Form 1A!**
4. **MAIL** your Invoice Form 1A, your check, the Statement of Compliance, and your PA Script to the Region Executive Secretary **prior to the deadline. Checks must exactly match the amount shown on the Invoice Form 1A.** (Your Certification Form 1, signed by your principal, may be mailed later, as soon as grades and eligibility are finalized.) (SEE NEXT PAGE FOR EXPLANATION OF STATEMENT OF COMPLIANCE.)

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 Ln**  
**Round Rock, TX 78681**

5. You may also send your Certification Form 1 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. However, we do ask that you send the Certification Form 1 **BEFORE** the day of the event!

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## EXPLANATION OF FEES

- The **STATE ORGANIZATIONAL FEE (Included in the Invoice Form 1A)** is **\$10.00 for Marching Contests.**
- **GROUP ENTRY FEES (for each competing group)** are set at the annual meeting of the **Region 26 Music Executive Committee** and will vary, but are itemized online when you access your entry procedures on **Charms** or **TexasMusicForms.com**. Also, the fee amounts are posted on the region website.

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## ADDITIONAL ENTRY REQUIREMENTS

**ALL of the following items are to be submitted to the Executive Secretary prior to the entry deadline:**

- **Entry check and INVOICE FORM 1A. (Purchase orders do not constitute payment.)**
- **CERTIFICATION FORM 1** – May be sent at the time of the entry, or submitted later. However, we ask that it be mailed or emailed to the executive secretary **BEFORE** the day of the contest!
- **FORM 2** – Do NOT send this one. We will print it on the appropriate colored paper with barcodes attached and we will deliver them to the contest.
- **PARENT/STUDENT MARCHING BAND ACKNOWLEDGEMENT FORM** – Do not send. **But this must be on file with the school principal or his/her designee.** (One form per student is to be kept on file throughout his/her high school career. This is required for all conferences.)
- **STATEMENT OF COMPLIANCE** - This form is the acknowledgement and confirmation that the 8-hour rule is understood and will be observed.
- **CONTEST PA SCRIPT** – This must be the two-part “fillable” script for your contest show. Downloadable from this website.

**NOTE: If you have not received a performance schedule within two weeks prior to your contest, contact YOUR EVENT HOST. If he/she does not have the information you need, contact Jim Van Zandt**

### FAILURE TO PARTICIPATE:

If a group enters the contest or event, but then chooses to withdraw, the campus principal or district superintendent must submit a letter of explanation to the Region 26 Music Executive Committee. This letter must be on school letterhead, and clearly explain the reasons for the withdrawal. If the reason is based on eligibility, include all data regarding numbers, voicing, instrumentation, etc. This letter must be very specific, and signed by the principal or superintendent. There will be no refunds of entry fees.

**Jim Van Zandt contact information:**

**Email: [vanzandt@uil26.com](mailto:vanzandt@uil26.com) OR [vanzandtjim@gmail.com](mailto:vanzandtjim@gmail.com)**

**Cell: 512-751-0472**