

# REGION 26 ENTRY PROCEDURES

## Marching Contest

### ENTRY DEADLINES:

ALL entries must be submitted online, and checks for fees plus the Invoice Form 1A, must be received by the executive secretary, or postmarked, by the posted deadline, which is 30 days prior to the contest. **Please be aware that there is a \$50 fee for late entries.**

### HOW TO ENTER THE CONTEST:

**ENTER VIA [www.texasmusicforms.com](http://www.texasmusicforms.com).**

- 1) If you have not done so, register your school and create your profile. If you are new to your campus, you will need to contact Jim Van Zandt for assistance in creating your profile.
- 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**. You will also be asked to designate your intention to participate in AREA marching contest. **ATSSB Bands: If you are in Region 18, be sure that Region 26 is shown as your Alternate Region, and that you enter through Region 26.**

Once you have completed your online entry, you will be able to view your forms, including the **Form #1, Form #2**, and the **Fee Statement (Invoice)**. Click on "Review Entries," and print out your **Invoice** to send with your entry fees. Your TOTAL AMOUNT DUE will appear on the **Invoice**, which automatically computes the total of your group entry fee and state organization fee. (NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your check ONLY from the **Invoice**!)

- 3) After the posted deadline (30 days prior to the contest), the \$50 Late Fee will automatically be added to your invoice. After the posted LATE ENTRY deadline, which is seven days after the initial deadline, the contest is locked and you will not be able to enter.
- 4) **MAIL your INVOICE, your check, the STATEMENT OF COMPLIANCE, and your PA SCRIPT to the Region Executive Secretary on or before the deadline.** Entry fee checks must exactly match the amount shown on the **Invoice**. Your **PA SCRIPT** and your **FORM 1 (Statement of Eligibility)** may be sent later if necessary. (See the next page for the explanation of the **STATEMENT OF COMPLIANCE**.)
- 5) The system should generate an auto-response confirmation email to you, letting you know that your entries have been submitted. This is your official entry confirmation. If you do NOT receive this automatic confirmation, contact Jim Van Zandt! We will contact you personally 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**

- 6) 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. However, it is highly recommended that you submit your Form 1 PRIOR to the day of the contest!

## EXPLANATION OF FEES

- The STATE ORGANIZATION FEE (Included in the INVOICE) is \$10.00 for Marching Contests
- GROUP ENTRY 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 TexasMusicForms.com. The fee amounts are posted on the Region 26 website.

## ADDITIONAL ENTRY REQUIREMENTS

**ALL of the following items must be submitted to the secretary prior to the deadline:**

- **Entry Check and INVOICE** (Purchase orders do not constitute payment.)
- **FORM # 1** - (May be sent at the time of the entry, or submitted later. However, it is highly recommended that it be mailed or scanned to the executive secretary BEFORE the day of the contest!)
- **Don't send FORM 2.** We will print this out for you ahead of time and have at the contest.
- **PARENT/STUDENT UIL MARCHING BAND ACKNOWLEDGEMENT FORM** - **Must be on file with the school principal, or his/her designee.** One form per student is to be kept on file through his/her high school career. (Required for all conferences)
- **STATEMENT OF COMPLIANCE** (Required for all conferences)
- **CONTEST PA Announcer Script** (Use the fillable version available on the region and state websites.)

**NOTE: If you have not received a performance schedule within two weeks prior to your contest, contact YOUR Contest 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 after the entry deadline, the campus principal must send a letter of explanation to the Region 26 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.**