

UIL REGION 3 MUSIC – GENERAL INFORMATION

Executive Secretary:

Bonnie Bartlett
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Website Address: www.uilregion3music.org

ENTRY FORMS AND FEES – PROCEDURES

IMPORTANT!!!!!!

CONTEST ENTRIES WILL BE SUBMITTED USING THE ON-LINE ENTRY SYSTEM **TEXASMUSICFORMS.COM**. **INSTRUCTIONS FOR ENTERING SPECIFIC CONTESTS ARE FOUND ON THE REGION 3 WEBSITE UNDER "CONTEST ENTRY"**.

All evaluation forms will be printed for you – DO NOT BRING YOUR OWN JUDGES' FORMS! (At some C/SR sites, judges will use on-line adjudication through texasmusicforms.

NOTE: It's very important that you read the information and instructions included on the instruction pages. There are specific instructions concerning items that still need to be printed and mailed to the Executive Secretary as well as other important information.

You may mail or scan & email your **signed** form 1 before contest day or bring it to the contest, but it must be turned in before performance.

GENERAL INSTRUCTIONS FOR ENTRY PROCEDURES ARE FOUND IN THE C&CR. SPECIFIC INSTRUCTIONS FOR REGION 3 ARE FOUND ON THE INSTRUCTION SHEETS. PLEASE FOLLOW INSTRUCTIONS!

FEES – SPECIFIC FEE INFORMATION IS INCLUDED ON THE CONTEST SCHEDULE PAGE AND IN THE DOCUMENT ENTITLED "FEE STRUCTURE" ON THE WEBSITE.

PAYMENT OF FEES

Cash or personal checks will not be accepted; submit school district checks, cashiers checks, or money orders only (Booster Club checks are okay). Checks should be made payable to **UIL Region 3 Music** and mailed to 1308 Luverne Drive, Wylie, TX 75098. **FEES SHOULD BE PAID AS SOON AS POSSIBLE AFTER THE ENTRY DEADLINE AND PRIOR TO CONTEST DAY!**

UIL REGION 3 MUSIC DOES NOT ACCEPT PURCHASE ORDERS! (Make sure your campus & district accounts payable people are aware of this!)

RECORDING FEES for concert performances are included in the total entry fees as published.

DEADLINES

Check entry deadlines on schedule page. On-line entries must be submitted by the **official** deadline date.

PLEASE NOTE: CHANGES IN MUSIC SELECTIONS FOR SOLOS AND ENSEMBLES WILL BE ALLOWED UNTIL 7 DAYS BEFORE THE CONTEST. NO EXCEPTIONS! NOTIFY BONNIE VIA EMAIL WHEN YOU NEED TO MAKE A TITLE CHANGE, INDICATING NAME OF STUDENT, NEW TITLE, AND NEW PML #.

CHANGES ON CONCERT MUSIC ARE ALLOWED UP TO 7 DAYS PRIOR TO CONTEST. NOTIFY BONNIE VIA EMAIL WHEN YOU NEED TO MAKE A TITLE CHANGE, INDICATING OLD TITLE, NEW TITLE, AND NEW PML #.

PML AND CONSTITUTION & CONTEST RULES

These publications are available on the state UIL website (<http://www.uil texas.org/music>). There are also links on the Region 3 website to both documents. The PML has been revised – be sure you look at the on-line publication when making music selections. **The UIL website is the OFFICIAL source for any and all corrections to the PML. It is your responsibility to check this website!** The entire C&CR is also published on the state website as well as the “TEA/UIL Side by Side” document.

Remember the importance of becoming familiar with the rules and regulations for the different contests regarding eligibility, music selection, copyright rules, gift-awards rule, etc.

Check the on-line publications for official notices of corrections/additions, etc. to the C&CR and the PML. This is the only OFFICIAL source for corrections. Other helpful documents are also included on the state website.

PLEASE NOTIFY APPROPRIATE DEPARTMENTS/PEOPLE IN YOUR SCHOOL/DISTRICT OF THE CORRECT ADDRESS AND PHONE NUMBER INFORMATION FOR UIL REGION 3 MUSIC SO THAT ALL RECORDS CAN BE UPDATED. (i.e., Accounts Payable, Budget Office, Purchasing, School Office Personnel, Bookkeeper, etc.)

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PLEASE DON'T HESITATE TO CALL OR EMAIL IF YOU HAVE QUESTIONS OR NEED INFORMATION AT ANY TIME:

Bonnie Bartlett - 817-475-5590

Email – bonniebartlett@uilregion3music.net