

## **UIL REGION 25 MUSIC – GENERAL INFORMATION**

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## **ENTRY FORMS AND FEES – PROCEDURES**

CONTEST ENTRIES WILL BE SUBMITTED USING THE ON-LINE ENTRY SYSTEM [www.texasmusicforms.com](http://www.texasmusicforms.com)  
**INSTRUCTIONS FOR ENTERING CONTESTS ARE FOUND ON THE “PROCEDURAL CHECKLISTS” (FOR MARCHING CONTESTS, SOLO & ENSEMBLE CONTESTS, AND CONCERT/SIGHTREADING CONTESTS). These checklists are on the left side of the website under “Enter Contest”.**

All evaluation forms will be printed for you – **YOU WILL NOT NEED TO PRINT YOUR JUDGES’ FORMS!**

You may email, mail or fax your **Form 1** before contest day or bring it to the contest office the day of the contest, but it must be turned in before your group performs.

**GENERAL INSTRUCTIONS FOR ENTRY PROCEDURES ARE FOUND IN THE C&CR. SPECIFIC INSTRUCTIONS FOR REGION 25 ARE FOUND ON THE “ENTERING UIL CONTESTS - INSTRUCTIONS & CHECKLISTS” PAGE.**

## **ENTRY FEES:**

Entry fees for all UIL Region 25 Activities are detailed on the UIL Region 25 website under “Entry Fees – UIL Region 25”

**OFFICIAL DEADLINE DATE: 30 days prior to first day of contest or as indicated on “Schedule & Deadline Date” information form provided in your packet**

- **FEES IN THE MAIL TO UIL OFFICE!**
- **Online Entries must be completed!**

## **PAYMENT OF FEES**

Cash or personal checks will not be accepted; submit school district checks, cashier’s checks, or money orders only (this includes checks for recording fees when submitted separately.) Checks should be made payable to **UIL Region 25 Music** and mailed to 1308 Luverne Drive, Wylie, TX 75098. **UIL REGION 25 MUSIC DOES NOT ACCEPT PURCHASE ORDERS!**

## **FEES**

**SPECIFIC FEE INFORMATION IS INCLUDED ON THE PROCEDURAL CHECKLISTS, ON THE CONTEST SCHEDULE PAGE, AND THE DOCUMENT ENTITLED “FEE STRUCTURE” ON THE WEBSITE. UIL REGION 25 MUSIC DOES NOT RETURN ENTRY FEES FOR GROUPS WITHDRAWN AFTER THE CONTEST ENTRY DEADLINE DATE.**

## **DISTRICT CONTACT PERSON**

If you have a music supervisor in your district, check with him or her for instructions on submitting contest entries/payments. Entry deadlines must be observed. The buffer deadline is for the convenience of the person who may be coordinating entries for an entire district.

Directors in all other districts should send requested forms and payment directly to: **UIL Region 25 Music, 1308 Luverne Drive, Wylie, TX 75098**, no later than the Official Deadline Date. (Must be POSTMARKED on or before the deadline)

## **CONSTITUTION AND CONTEST RULE BOOK (C&CR) – PRESCRIBED MUSIC LIST (PML)**

THE PML IS AVAILABLE AS PART OF [www.texasmusicforms.com](http://www.texasmusicforms.com) , WHICH IS THE SYSTEM WE USE FOR ALL REGION 25 ON-LINE ENTRIES. 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 UIL website, as well as the "TEA/UIL SIDE BY SIDE" document.

PLEASE NOTE: CHANGES IN MUSIC SELECTIONS FOR SOLOS AND ENSEMBLES WILL BE ALLOWED UP TO 7 DAYS PRIOR TO SCHEDULED CONTEST. A LATE WILL BE ASSESSED FOR ANY LATE ENTRIES PROVIDED THEY ARE IN ADDITION TO ORIGINAL ENTRIES AND DO NOT CAUSE A DISRUPTION TO THE CONTEST DAY.

DIRECTORS MAY MAKE CHANGES ON CONCERT MUSIC UP TO 7 DAYS PRIOR TO SCHEDULED CONTEST.

Make your own revisions to your music selections at [www.texasmusicforms.com](http://www.texasmusicforms.com)

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. Please obtain copies of the Constitution and Contest Rules and the Prescribed Music List.

PLEASE NOTIFY APPROPRIATE DEPARTMENTS/PEOPLE IN YOUR SCHOOL/DISTRICT OF THE CORRECT ADDRESS AND PHONE NUMBER INFORMATION FOR UIL REGION 25 MUSIC SO THAT ALL RECORDS CAN BE UPDATED. *(i.e., Accounts Payable, Budget Office, Purchasing, School Office Personnel, Bookkeeper, etc.)*

Make All Entry Checks payable to: **UIL Region 25 Music**

Mail checks to: **UIL Region 25 Music  
1308 Luverne Drive  
Wylie, TX 75098**