

UILREGION 25 – CHOIR CONCERT & SR - HOST/ORGANIZER GUIDELINES

(revised January, 2018)

Attached is information that has been compiled to assist you as a Contest Host/Organizer as you prepare to host UIL contest at your school. These are meant to be general guidelines and may not include everything that goes into hosting a UIL event. If you think of other pertinent information that has been omitted, please let me know.

Your willingness to take on this responsibility is very much appreciated. Please let me know if I can help – you may call or email me anytime. Also, your division chairperson may also be able to answer questions about scheduling, etc.

Many of you have run UIL contests at your school before. I know that you have to spend many hours preparing for the contest and I greatly appreciate your willingness to host and give of your time to organize and prepare for the contest day. Having run many contests as a band director, I am fully aware of what it takes to host and prepare for these events. Thank you again for all you will do for our region and groups!

What will UIL pay for at your contest?

- A. One Contest Host or your Designee will be paid at a rate as determined by the UIL Region 25 Music Executive Committee. At all C&SR events, the designated host will be paid an additional \$100 per event for prep time required for getting ready or setting up for the contest.
- B. UIL will pay for morning donuts/bagels, snacks, coffee, water, drinks, “gift baskets” for judges, etc., for judges, contest official, and recording technician. Receipts must be attached to your expense voucher. Maximum reimbursement for these expenses will be **\$75 per day** for Concert and Sightreading Contests. Breakfast is included at the judge's hotel, so **do not arrange for additional breakfast** other than bagels or doughnuts at the contest site.
- C. UIL will pay for lunches or dinners you bring in for judges, host director(s), contest administrator (*Executive Secretary or Randy's designee*), instrument repairman (*instrumental contests only*), and recording technician (**maximum of \$12 per person for lunch, \$16 per person for dinner**). Reimbursement will be made to you, the school, other designated person, or your booster club. **Reimbursement will not exceed the approved meal allowances.** The Region will reimburse judges at the approved per-diem rate for any meals they buy. Attach receipts for meals to your expense form.
- D. By decision of the Region Music Executive Committee, UIL Region 25 is **not authorized** to pay for student workers meals, snacks or drinks.
- E. Travel is paid to the host or designee at current rate established by UIL Music for transporting judges to and from airport or hotel.

Things I need you to do or know:

- A. Put the contest on your school calendar, make arrangements on your campus for bus parking, and reserve rooms (include warm-up, sightreading, auditorium, and a separate room for judges' meals other than contest office if possible). I would prefer the contest office be located in the lobby of the auditorium or just outside the auditorium entrance.
- B. Send out information to Directors regarding organization for your contest (include map to school, bus parking, warm-up room, contest office, etc.)
- C. I will hire the judges and will send contracts to them. Approximately 30 days before the contest or ASAP, you will need to contact the judges regarding travel arrangements and hotel needs. As soon as you have the necessary information, email me with lodging needs for each judge (*see #2 under “Transportation & Lodging” below*). I will make the reservations with the designated hotels. I will send room confirmations directly to the judges after I have made their lodging arrangements with hotel information and directions to the hotel.

- D. Make arrangements to have a director or parent pick up and return the judges to and from the hotel and airport if necessary. UIL will pay their mileage – remember to include any mileage on your expense form you will complete at the end of the contest.
- E. I will hire the recording technician for all UIL contests. The recording technician assigned to your contest site should contact you to make arrangements about getting into the school prior to the contest to setup the recording equipment.
- F. I will bring printed programs.
- G. UIL does not pay for rental or moving of grand pianos or organs for concert/sightreading contests. UIL will pay for piano tuning prior to contest if necessary.
- H. Choir contest schedules are developed by the HS or MS Choir Division Chair in cooperation with the designated Contest Host.
- I. If I cannot be at your site, I will send an official UIL representative to run the contest office. The contest host or assistant director is not needed to help in the contest office; however, I do need you to assign one or two trustworthy students to help in the office. These students will help me with check-in when I have to be away from the office for any reason. Some directors prefer to designate a parent to help in the contest office vs. using students.

TRANSPORTATION & LODGING

1. As soon as you can after I have sent you the judges contact information, the Contest Host/Organizer will contact each judge regarding travel arrangements and lodging requirements. **They should not pay for their hotel room; however, they may be asked to provide a credit card for incidentals.**

Encourage judges to make flight reservations NOW if they have not already done so, so they can get the best possible airfare. All flights should be schedule in and out of **Love Field**, Dallas due to the proximity to our contest sites. You will need to make arrangements for pick-up of judges to and from the airport (assistant directors or parents can usually help with this task). Anyone providing transportation of judges will be reimbursed mileage.

2. **I will make hotel reservations** – To do this, I will need the Contest Host/Organizer to communicate with each judge and provide me with the following information:

- A. Name of judge
- B. Arrival date
- C. How many nights lodging is needed?

IMPORTANT: When you send the judges an information packet, be sure to include contest schedule. Let them know there will be a judges' meeting on the first day of the contest 30 minutes prior to the first performance time. Also communicate whatever plans you have made for picking up at the airport. Information packet should also include directions to the hotel and to the contest site.

For liability reasons, UIL does **NOT** pay for rental cars.

CONTEST SITE AND PREPARATION

1. **AS FAR IN ADVANCE OF CONTEST AS POSSIBLE**, send information letter and directions to school, etc., to:
 - A. Judges
 - B. Randy Bartlett randybartlett@uilregion25music.com – I will forward your site letter to Directors
 - C. Scott Probst – Recording Technician scott@probstaudio.com
2. I will prepare packets for the judges that include evaluation sheets, C& CR Rules, TMAA Procedures, timing instructions by classification, etc. As Contest host, please do not duplicate these forms for the judges as rules may change or the printing of these instructions have been developed specifically by my office. I will also prepare and print programs for each contest.
3. **Internet Access & Laptops:** Work with your campus or district IT department to ensure we will have internet access in the judging areas for both concert and sightreading. Find out if there is a login password. Be sure that the district does not “Block” www.texasmusicforms.com. Please test connections to the judging areas prior to the contest. Arrange for school laptops for judges that cannot bring one with them. It would be helpful if you or one of your assistants can be at the judge meeting to ensure that judges can login to the system during the Pre-Contest meeting!
4. I will bring the sightreading music with a list of what music and designated voicing each performing group will read. Arrange for a student to distribute the sightreading music to the group as the next choir enters the sightreading room. Strict security should be maintained at all times regarding the music.
5. Provide stopwatch, adequate lighting for judges, electric extension cords for judge computers in concert hall and sightreading room.
6. **IMPORTANT:** As of 2018, there are NO Restrictions as to who may enter the sightreading room and listen to the performance. However, video cameras and other recording devices are not allowed in the sightreading room.
7. Provide adequate student help in concert hall (2), sightreading room (2), and contest office (1).
8. Make sure the contest office is set up and ready at least 1 hour before the beginning of the contest. It is necessary to have counter space or a couple of work tables in the contest office area. Our judges have been asked to bring laptops to record their comments and ratings at Concert and SR contests. Please check with you school library or fine arts department to make available backup laptops should a judge have an issue with their laptop or does not bring one. Your fine arts director may be the best source to locate additional laptops.
9. Make sure school doors are unlocked so contest officials and recording technician can get into the building early if needed.
10. Provide an announcer and a microphone to introduce concert groups. Please have the announcer dress **appropriately** when announcing! Should you prefer, I can ask all directors to fax or email their "Announcer Script" to you in advance of the contest.
11. Arrange for piano tuning prior to contests if necessary. UIL will pay the bill.
12. Provide coffee, donuts, snacks, etc. for judges and contest officials. (UIL contest administrator should not be responsible for making coffee or other “hospitality” duties).
13. Collect sightreading music at end of contest and return to Executive Secretary or UIL Representative in contest office. Sightreading music will be sold at reduced prices at the end of the contest season on a first come, first served basis.
14. At choir contests you may want to provide shopping carts for purses – this helps in eliminating stolen money and items.

15. If trophies have been delivered to your building, have them taken to the contest office the first morning of the contest. *(Please do not open boxes in advance)*
16. If bells and announcements are a problem in the area of your building where the contest rooms are located, try and arrange for bells and PA to be turned off during the hours of the contest. Also, when preparing the contest schedule, consider whether lunch periods, students moving between classes, etc., will present a noise problem in contest areas.
17. Make sure there is adequate parking for buses. Include this information and any maps that you send to me so I can forward to directors prior to the actual contest day. Provide student guides for the performing groups.
18. Post signs indicating locations of warm-up area, contest office, etc.