

UIL REGION 25 – REGION MARCHING - HOST GUIDELINES

(revised September 2020)

Attached is information that has been compiled to assist our Contest Host/Organizer as you prepare to host a 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.

Most of you have run UIL contests at your school before. I know that you will spend a great deal of time preparing for the contest and I greatly appreciate your willingness to host the contest 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!

In addition to the attached guidelines, please be especially aware of the following:

What will UIL pay for at your contest?

- A. One Contest Host or your Designee will be paid at daily rate as determined by the UIL Region 25 Music Executive Committee. At all events, the primary host as the judge honorarium rate and \$100 for prep time required for getting ready and hosting the contest. **(\$400 total)**
- B. Security or Police Officer – as needed (Hourly rate as determined by ISD)
- C. Nurse or First Aid – arranged by Host or Booster Clubs
- D. Stadium Manager – if required
- E. Custodial and Stadium Cleanup following Contest – rate determined by district
- F. **Hospitality for a full day contest may not exceed \$150 for the day.** Arrange for snacks, coffee, water, drinks, etc., for judges, contest officials, and video technicians. For **Marching Band Contest**, a donation of **\$750** is made to the Host Booster Club for their services. If multiple Booster Clubs are involved, the donation will be divided among them.
- G. UIL will pay for lunches or dinners the booster club brings in **approximately 12 total** including judges, host directors, UIL designated contest officials, Stadium Manager, Jumbotron operator, local nurse/EMT (if appropriate), **(up to \$12 per person for lunch – if served, and/or up to \$15 per person for dinner – if served). Reimbursement will not exceed the approved meal allowances.** Check to see if your local music company will provide this as a service to our region.
- H. By decision of the Region Music Executive Committee, UIL Region 25 is **not authorized** to pay for student worker's meals, snacks, or drinks.
- I. 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. Make necessary arrangements to have a director or parent pick up and return the judges to and from the 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.
- B. Provide an area outside of the press box where bands can have a videographer record their band's performance only. I will also bring printed programs for distribution at the entrance gate.

TRANSPORTATION & LODGING

1. **I have already contacted the judges for this year's contest you are hosting regarding their travel and lodging needs.** I am attaching the judge contact info, lodging info, and travel plans for your information.
2. **I will make hotel reservations** – I have already contacted the judges regarding their hotel needs.

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 if needed.

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

CONTEST SITE AND PREPARATION

1. **AS FAR IN ADVANCE OF CONTEST AS POSSIBLE**, send me any ground rules, directions to school, parking information, warm-up information, maps, etc., to:
 - A. Executive Secretary - Randy Bartlett randybartlett@uilregion25music.com. I will forward to Participating Directors
 - B. Judges
2. I will prepare packets for judges with evaluation sheets. I will also prepare and print programs for each contest.
3. I will secure an announcer and official timer.
4. The host will secure a field flag-person (this person must be a band director). The field flag person will receive a stipend for their time. Arrange for security if needed and either have a nurse available or alternate plan should an accident, sickness, or emergency occur.
5. I will bring trophies the day of the contest.
6. I will bring wristbands & programs the day of the contest. The Boosters are responsible for ticket or wristband sales and distribution of programs.
7. I will bring the appropriate Gate Change. **Adults \$10, ISD Students \$5, Children 6 & under - Free**