

UIL REGION 25 – REGION MARCHING - HOST GUIDELINES

(revised April, 2016)

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 have to spend many hours 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 that go into great detail, 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 will be paid an additional \$100 per event for prep time required for getting ready or setting up for the contest.
- B. 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 which may be used to offset these costs.
- C. UIL will pay for lunches or dinners you bring in for judges, host director(s), 5 UIL designated contest officials, contest security official, local nurse/EMT (if appropriate) and 4 video technicians (**\$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.** Check to see if your local music company will provide this as a service to our region.
- 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. 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. I will make the arrangements with the video technician for all UIL marching contests. I will also bring printed programs for distribution at the entrance gate.

TRANSPORTATION & LODGING OF ADJUDICATORS

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. **Please inform the judges that they should not pay for their 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 scheduled 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 45 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.

UIL does **NOT** pay for rental cars.

CONTEST SITE AND PREPARATION

1. **AS FAR IN ADVANCE OF CONTEST AS POSSIBLE**, send ground rules, directions to school, parking information, warm-up information, maps, etc., to:
 - A. Participating Directors
 - B. Judges
 - C. Randy Bartlett randybartlett@uilregion25music.com
 - D. Nate Landreth @ CVP Productions info@cvpvideoproductions.com
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 (usually an assistant director or colleague). The 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. Band Boosters are responsible for ticket or wristband sales and distribution of programs. I will bring wristbands the day of the contest.