

## VOCAL/PIANO SOLO & ENSEMBLE - HOST GUIDELINES – UIL REGION 25 MUSIC

1. I will bring the Adjudication Forms and room packets for judges and monitors the day of the contest.
2. Please email as far in advance of contest as possible, site information letter, directions and map to school, map of the school layout, bus parking, warmup area, etc., to the following:
  - A. Judges
  - B. Executive Secretary - Randy Bartlett – *I will forward all information and documents to the Directors!*  
*\* Please include a highlighted note to directors to remind students to mark name of the school on their music to help us ensure accurate return of music to school.*
3. Rental/tuning of pianos.  
*I have reserved digital pianos from “Romeo Music”, Renee Tarczon (972-342-6892), [renee@romeomusic.net](mailto:renee@romeomusic.net). Contact her directly to arrange delivery and pick up times.*
4. Post signs indicating locations of warm-up area, contest office, performance rooms, and ratings posting area. *(Rating will be posted approximately every hour)*
5. Provide a couple of student workers to help throughout the day in contest office, adequate student monitors for performance rooms, and runners to bring rating sheets to the contest office.
6. Make sure the contest office is set up and ready at least 45 minutes before the beginning of the contest. A work table *(at least one large or two small, countertops, etc.)* and adequate lighting are needed. Make sure school doors are unlocked so contest officials can get into the building early if needed. If possible, put the Contest Office in the Library or other large room with tables and chairs so directors can have access to the adjudication sheets.
7. Contest office must have two computers with internet access and a printer. *(Make sure that your school does not shut down internet access on Saturday!)* It is helpful to have a copier in or close to the contest office.
8. **UIL** will pay for morning donuts/bagels, snacks, coffee, water, drinks, for judges, contest officials, repairman, and participating directors, and “gift baskets” for judges, etc. Receipts must be attached to your expense voucher. Maximum reimbursement for these expenses will be **\$150 per day** for Solo and Ensemble Contests. Arrange for lunch **(\$12 maximum amount allowable for lunch reimbursement for Judges, UIL officials, and Contest Hosts - UIL Contest Administrator is not responsible for making coffee or other “hospitality” duties).**
  - \* **Examples of expenses UIL will pay:** Primary Host honorarium. Contests that require five or more judges, a designated contest host assistant may also receive an honorarium; snacks and meals for judges and contest officials; piano rental and tuning.
  - \* **Examples of expenses UIL will not pay:** Food/drinks for student workers; parent volunteers; airfare for judges; meals for judges or contest officials other than lunch *(unless contest is scheduled for overtime)* hotel expenses for judges *(All Solo & Ensemble Judges are hired locally).*
9. I will bring the medals the morning of the contest. I will have rating sheet folders for each school so there is no need for you to make those.
10. Coordinate with your administration the events of the day. Coordinate with any other events that might also be happening on host campus the day of the contest.
11. Shortly after the entry deadline date and the entries are finalized, I will send you the **judge contact information** and other information that has been compiled to assist you as you prepare to host the contest at your school. Once you have sent me the room assignments I will email the directors the finalized schedule.

*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 if you have questions.*