

INSTRUCTIONS FOR ENTERING SOLO & ENSEMBLE CONTESTS

Band Events – ALL band S&E events will perform at Rockwall Heath HS.

String & Guitar Events - All string and guitar S&E events will enter the String/Guitar contest held at Lovejoy HS.

Vocal & Piano Events - ALL vocal and piano events will enter the Vocal/Piano contest held at Lovejoy HS.

1. Before you can enter contest, you must have registered as a director on www.texasmusicforms.com or through the Charms Program if you have purchased the program for your school. **30 days before the contest** (see Schedule Page for deadlines), complete your entries using the on-line entry system. **Only one director's log-in should be used for entering all S&E events!**
2. **Piano events** enter the Vocal contest; **Guitar events** enter the String contest. Please note that digital pianos are being used for all accompaniments at our contests. **Band and Orchestra directors entering piano solos** will need to **create a separate profile** on www.texasmusicforms.com identifying you as a choir director for this entry.
3. **Band/String/Guitar/Piano Events**
* Using our current 10 minute schedule per instrumental event, there are only 48 time slots available in the day – please remember that one person can't play for more people than there are time slots! Obviously if you could limit an accompanist to 40 or fewer events, the schedule will flow much more efficiently and the accompanist will actually have time for a bathroom break occasionally.
4. **Vocal Events**
* Using our current 8 minute schedule per vocal event, there are only 60 time slots available in the day – please remember that one person can't play for more people than there are time slots! Obviously if you could limit an accompanist to 50 or fewer events, the schedule will flow much more efficiently and the accompanist will actually have time for a bathroom break occasionally.
5. UIL rules now allow for late solo & ensemble entries as follows.
A. Inadvertently omitted entries will be accepted up to the day of the contest provided that the school has already submitted entries by the official deadline, and that the additional entries do not disrupt the schedule.
B. Additional late fees as indicated under "Late Entries" will be due no later than the day of the contest.
6. **Title changes** will be allowed until 7 days before the contest. After the Official Deadline Date, **notify Randy by email** if you need to make a title change, indicating **name of student** and **new title** and **Unique PML #** for the new selection. **Do not expect to change titles on the day of the contest!**
7. All entries for a school should be entered using only one director's user name and log-in.
8. Please indicate accompanists for **EVERY** accompanied solo. This is the only way the scheduler can avoid conflicts for accompanists. If you absolutely cannot put in the actual name of an accompanist by the entry deadline date but you know that the same person will accompany several students, indicate that person using your own system – perhaps you could use something like "Allen 1" for one accompanist, "Allen 2" for another one, etc. That way the scheduler will know those are two different people. By using this system with your school name and a number, no two schools will have the same "dummy" name. **BUT IT'S MUCH BETTER IF YOU'LL BE ABLE TO ENTER THE ACTUAL NAMES OF YOUR ACCOMPANISTS AS YOU GO.**
9. Please use this system for entering accompanists' names: A. Smith, B. Jones, etc. **First initial, period, space, last name.** (If two schools use Ann Smith as an accompanist and one school enters her name as A. Smith and the other school enters her as Ann Smith, or just Smith, the scheduler thinks those are different people and won't avoid conflicts for her. So please be consistent with the initial, period, space, last name format.)

10. If you are using **SmartMusic** for solo accompaniment – please type it like that.
- Please use a consistent identifier, so the scheduler will block your school together (HoweSmartMusic for Howe HS).
 - If you are using more than one SmartMusic Device, add a number to the identifier. (HoweSmartMusic-1, HoweSmartMusic-2 for both the Howe HS machines.
 - If you are using more than one SmartMusic Device, it helps to lump all the brass into one machine and all the woodwinds into another.
11. You may include AM or PM preference, but - **LARGE SCHOOLS – PLEASE DO NOT EXPECT ALL OF YOUR EVENTS TO BE SCHEDULED BEFORE NOON!** This creates an impossible nightmare for the contest host. Every effort will be made to accommodate individual students’ scheduling needs.
12. After submitting all your events, go to “**Review Entries**”; you can check for accuracy, make sure all students are entered, titles are correct, etc. Then click “**Print Invoice**” – this will serve as your official paperwork to request payment of fees – fees will be automatically tabulated. **IMPORTANT: Print a copy of the invoice to turn in for payment. FEES MUST BE PAID NO LATER THAN CONTEST DAY.**
13. It is your responsibility to follow UIL rules regarding how many events a student is allowed to enter.

Band and String Ensemble: All Small Ensembles may have a maximum of one to a part.

Vocal Ensembles:

- Class 1 Small Ensembles** are performed one to a part.
 - Class 2 and Class 3 Small Ensembles** may have a maximum of two to a part
 - Madrigals** may have a maximum of two to a part with a maximum of 16 members.
 - Medium Ensembles** must have a minimum of 11 performers with a maximum of 24 members with no more than 8 to a part. *Medium Ensemble music should be comparable to Class 1 repertoire.* Call Randy if you have any questions.
14. **Any student may enter class 3 solos with these exceptions:**
- No student may enter a class 3 solo if they have made a Division 1 on a Class 1 or 2 solo.
 - No student may enter a class 3 ensemble if they made a Division 1 on a Class 1 or 2 ensemble.
15. On the day of the contest, bring 1 copy of the official **FORM 1** listing all eligible students who will perform. Principal must sign this form. Signed Form 1 may be scanned and emailed to me prior to contest.
16. Remember all evaluation forms will be printed for you – **DO NOT** bring your own forms to use at the contest.