



## CONCERT/SIGHTREADING Region 16 Entry Procedures

*ENTRY DEADLINES: 30 days prior to the first day of the contests*  
*FEE: \$500.00 per performing group entered*

### A. How to Enter:

- Register as a director in TEXAS MUSIC FORMS.
- Enter your students, print the invoice, mail payment to address below.
- Complete the appropriate forms.

### B. The following forms must be submitted electronically via the “ONLINE ENTRY” system in TEXAS MUSIC FORMS no later than the entry deadline date (30 days prior to the contest):

- Form 4: This is your “Official Entry” for concert.
- Form 5: This is the sight-reading form and is generated AUTOMATICALLY after the completion of your Form 4.
- You will be locked out of the system after the deadline date and will not be able to enter the contest.
- The executive secretary will print all Forms (4 & 5) for use at the contest. DO NOT mail these forms to the executive secretary.

### C. The following should be mailed, along with the appropriate fees to the executive secretary by the entry deadline (30 days prior to the contest).

- **Invoice:** print and mail the invoice from the “My Entries” link.
- **Entry fees:** \$500.00 per ensemble. Fees must be paid prior to performance.
- **Form 1 eligibility form:** This form is found in the “ONLINE ENTRY” system. Follow instructions as given on the “prepare UIL Form 1- Entry Form” page.
  - You must either email or hand-deliver to the executive secretary **BEFORE YOUR STUDENTS PERFORM.**
  - This form(s) certifies student eligibility and must be signed by your principal or superintendent.
  - If the eligibility dates don’t fall before the 30 days prior, you may bring the Form 1 to the event.

#### • **Mail Invoice, Fees and Form 1 to:**

Keith Bearden  
Region 16 Executive Secretary  
3410 98<sup>th</sup> Street Ste. 4 Box 338  
Lubbock, TX 79410