



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 UIL Executive Secretary
5109 82nd Street STE #7, Box 1142
Lubbock, TX 79424