

**University Interscholastic League
Region XVI Band Concert and Sightreading Evaluation
Conference C-A-AA-AAA-AAAA**

***Days 3-4 April 7-8, 2026
JW Jones PAC, Denver City High School***

Executive Secretary: Keith Bearden
Contest Hosts: Michael Munoz, Julie Munoz, Kevin Kreutler

GENERAL INFORMATION -- PLEASE READ CAREFULLY!

- SETUP CHART: Please fax or email your concert set-up chart before noon on Monday, March 30th. This will greatly help us in making this day as efficient and low-stress as possible for you! Email to michael.munoz@dcisd.org
- DIRECTOR CHECKLIST: **ORIGINAL scores with measures numbered! **3 of each for the judges.** If you purchased through e-print, bring documentation that your school owns the music.
**Setup Charts - Bring 3 hard copies with you, just in case! Click [HERE](#) for an online version, if you would like to use it.
**Recording Engineer Form ([CLICK HERE](#)) - This is the only way you will receive a recording, so do this well before the contest date!
**Announcer Script - Available on the [UIL Website](#). Email to me or print it off and bring it with you.
Form 1 (if your school district requires it - **communicate with your administration!)
- PARKING: Trailers may drop off at the Band Patio Door 11. Buses and trailers MUST park in the lot across from the stadium on Mustang Drive (marching band practice field). Your band guide will meet you at your bus at the DAG parking lot, lead you to “the Band Patio” on the north side of the school, and bring you into the band hall at the appropriate time. Band Guides will be instructed

to keep your band outside of the building until FIVE minutes before your warmup time. Please do not come into the building earlier. Instrument cases will be left on your buses. **DO NOT BRING INSTRUMENT CASES INTO THE BUILDING.**

After Sightreading, your Band Guide will lead your band back to the lot where your buses are parked. If you have percussion equipment that needs to be loaded at “the ramp”, please **communicate with your drivers and plan the appropriate time for your bus to meet you back at the PAC garage door. Keep in mind that there will be heavy after-school traffic on all streets surrounding the school between 3:50 pm and 4:10 pm.

CHECK-IN: Upon arrival, your Band Guide will request your **judges' scores and your Form 1**. If you need assistance prior to the arrival of your Band Guide, text me and I will get to you as quickly as possible. (806) 620-8187.

DRESSING AREA: The DAG restrooms will be available for changing/restroom needs. Please do not leave any items in the restrooms.

ENTERING THE BUILDING: Your Band Guide will bring you into the building FIVE minutes before your scheduled warmup time. To keep the contest running smoothly, please be ready to enter the building at that time (NOT early!).

WARMUP: Warmup will take place in the band hall. A Peterson 12-window strobe tuner and a Yamaha Harmony Director will be available for you to use. Let your warmup room monitor know of any unexpected needs that may arise and she will track down what you need so that you can focus on your band.

You must be ready to leave the warmup room FIVE minutes prior to your performance time. The warmup room monitor will help you keep track of the time. Please do not leave anything behind in the warmup room.

So that they may begin setting up equipment, your percussionists will be escorted to the stage immediately after the band scheduled before yours has completed its performance.

CONCERT: Your Band Guide will lead you to the stage FIVE minutes before your scheduled performance. You must be ready to vacate the warmup room at this time.

After your performance, your Band Guide will lead you to the Sightreading room. Please do not leave anything on the stage (music, percussion equipment, etc.) Water will be available for the band director as you exit the auditorium.

SIGHTREADING: Sightreading will be held in the Basement. Please review and be familiar with the current procedures concerning this portion of the evaluation. Refer to this year's Sightreading information on the [UIL website](#). Upon completion of your Sightreading, your guide will lead your band back to the parking lot. Please do not leave anything behind in the Sightreading room. Also, you might refer to the [required criteria](#) for your band's Sightreading level.

RATINGS: The contest office will be located in a classroom across from the auditorium. You may pick up your comment sheets and awards as soon as your results have been processed. Drinks and snacks for directors will be available in this room.

PERCUSSION EQUIP: The following large percussion instruments will be provided on stage:

1 bass drum	1 marimba
1 set of timpani (4)	1 set of chimes
1 xylophone	1 gong
1 set of bells	1 suspended cymbal
1 set of vibes	

**ONLY a bass drum, timpani, bells, and suspended cymbal will be provided in the Sightreading room. Please plan to bring all other percussion instruments required (refer to this year's Sightreading information on the [UIL website](#)).

YOU MUST BRING YOUR OWN STICKS, MALLETS, AND OTHER PERCUSSION EQUIPMENT.

If you choose to bring your own large percussion equipment, please follow these guidelines:

1. Percussion equipment may be unloaded at the PAC Garage Door on the north side of the building.
2. Your percussion equipment may be stored in the garage area.
3. Please mark all of your equipment with your school's name.
4. Please do not leave any of your own percussion equipment on stage following your performance.

RECORDINGS: Performances are professionally recorded.

CONDUCT: *Each school is responsible for supervising its own student conduct.* Groups must remain extremely quiet and must always be supervised while in the hallways as classes will be in session throughout the building during the school day. No food or drinks will be allowed in the building.

Please advise your students on proper behavior and concert etiquette. Bands wishing to return to our auditorium and listen to other performances are highly encouraged to do so, but they must enter and sit as a group and must have adult supervision. They will remain quiet in the auditorium and display respect for those who are on stage performing. Please do not allow students to roam the halls so that we do not disrupt the normal operations of the school day.

This event is being recorded, and absolute quiet is required during each band's performance. Please tell your band parents and supporters that they should arrive well in advance of your scheduled performance time as no one should be going in or out of the auditorium once a performance has begun.

GUIDES/CREWS: Our Band Guides, setup crews, etc. are a group of students and parents who will be willing to assist you in every way possible. Should you need help in any way, just ask! They are instructed, however, not to deviate from the schedule or the instructions that we give them (including bands NOT coming into the building early). In the event that you have concerns or comments regarding the operation of the contest, please direct them to Michael Munoz and not to the student or parent workers. They

are volunteers who are carrying out instructions, and we cannot function without them!

CONTACT INFO:

Thank you for trusting us with the opportunity to host this event. We will make every effort to run the contest in a fair and efficient manner. Best wishes as you make your final preparations.

If you need further information, please contact Michael Munoz (806-620-2218) or Keith Bearden (806-239-8060).

