

**INSTRUCTIONS FOR ENTERING
MARCHING BAND CONTEST – 2011-12**

***FOLLOW ALL INSTRUCTIONS AND SUBMIT ALL FORMS AS REQUESTED
(SEE #8 BELOW)***

1. Before you can enter contest, you must have registered as a director on www.uilforms.com . Be sure to register only once, choosing a user name and password that you will remember. **Remember that your name, as the director of a group, will appear on all forms exactly as you type it on your registration. The person who logs on to uilforms.com and submits the entry is whose name will appear as the director on the forms. There is a place to list additional directors for a group when you complete your contest entry form at www.uilforms.com.**
2. Log on to www.uilforms.com to enter contest. Click on “Form 2” to submit your entry for marching contest and follow the prompts. Be sure to choose the correct contest.
3. After submitting your entry, click on “Review Entries”; then click “Print Invoice”. The system automatically calculates your fees and creates an invoice that you can use as your official paperwork to request payment. **PRINT TWO COPIES – ONE FOR YOUR PAYMENT REQUEST AND ONE FOR YOUR RECORDS.**
4. **Entry Fee** for marching bands is \$350 which includes the state fee. Fees should be mailed by the entry deadline.
5. **Parent/Student UIL Marching Band Acknowledgement Form** – You must have a signed copy of this form on file at your school for every student participating in marching band. Once you have a valid form on file for a student, it is not necessary to get a new form signed each year; only for new students. Both parent and student must sign the form. This PDF form is on the website under “Region Marching Information”.
6. **Mr. Video** – See the Mr. Video document located on the website under “Region Marching Information”. This form contains all information and instructions needed to request a DVD of your performance and authorization for your band to be recorded! ***No forms are to be sent to Bonnie – everything goes directly to Mr. Video – see deadline stated on form.***
(No charge for director copy of DVD delivered at the contest)
7. **30 DAYS BEFORE CONTEST** (*see contest schedule for deadlines*), submit your marching entry through uilforms.com. Print copies of invoice for payment request and for your records.
8. **30 DAYS BEFORE CONTEST** (*see contest schedule for deadlines*), the following items should be fully completed and **SUBMITTED TO UIL REGION 3 MUSIC:**
 - A. Completed “Bus/Equipment Truck/Chaperon Information” form (*PDF form on website*)
 - B. Completed Announcer’s Sheet (*PDF form on website*)
 - C. Completed Statement of Compliance (*PDF form on website*)
 - D. Letter of Intent for Area C (4A) or Area B (1A & 2A) (*PDF forms on website*)
 - E. Check or money order for total amount due (\$350 per group)
9. **ON THE DAY OF THE CONTEST**, bring 1 copy of the official Form 1, listing all eligible students who will perform. Principal must sign form. (*You may mail or fax this form earlier if you wish*)

MAILING ADDRESS: UIL Region 3 Music, 1308 Luverne Dr., Wylie, TX 75098; Fax 972-442-5318; Phone 972-442-5092