

# REGION 30 UIL MUSIC

## MARCHING ENTRY PROCEDURE

**IMPORTANT:** Please remember that your contest entries consist of three components:

**(1) ONLINE ENTRY, (2) PRINTED FORMS, AND (3) FEES/CHECKS.**

All three components are required for your contest entries to be complete and to avoid late fees/penalties.

### ONLINE ENTRY

**(MUST BE COMPLETED BY ENTRY DEADLINE!!)**

- Access “**ONLINE ENTRY**” from this web site (front page), log-in and click on Form 2—Marching
- Prepare the **FORM 2** as per instructions. *(Form 2 will be printed by the Region 30 Music office.) This is the only form that will be prepared through ONLINE ENTRY for marching band. All other forms will be downloaded, printed out, and sent to the Region 30 Music office (see PRINTED FORMS below)*

**Please remember that your contest entries ARE NOT COMPLETE when you have completed your online entries. (see below)**

### PRINTED FORMS

Print out the following forms and complete as instructed. SEND (MAIL OR HAND DELIVER) ONE COPY of each form and attach a school check for fees to the Region 30 Music office. **Entries must be POSTMARKED prior to midnight on the day of the deadline.**

- **FORM 1 (with principal signature)** List the entire eligible membership of the competing parent organization in alphabetical order. This form must be in the hands of the contest chairman prior to your students’ performance. **THIS FORM MAY BE BROUGHT TO THE CONTEST SITE AND TURNED IN.**
- **STATEMENT OF COMPLIANCE** (signed by director)
- **ANNOUNCER’S SCRIPT** (required to be used for Region, Area, and State marching contests.)
- **STATEMENT OF INTENT** (for Area Marching contest)—(If applicable)---If a Letter of Intent is not received, the band will not be included in the “certification to Area” process.
- **FORM 1A (INVOICE)**—PRINT OUT **(from TEXAS MUSIC FORMS) and send check with fees with the form.** You may e-mail this form to the Executive Secretary; however, your check for entries will still need to be mailed to the Executive Secretary by the entry deadline, unless you have a special situation. (see below)

**REMEMBER THAT THIS FORM AND YOUR CHECK FOR FEES (BELOW) ARE REQUIRED FOR A COMPLETE ENTRY.**

### FEES/CHECKS

**Region 30 entry fee for marching contest is \$365.00 per entry.** *(includes state fee)*

**ATTACH CHECK TO FORM 1A INVOICE, AND MAIL TO THE REGION 30 MUSIC OFFICE NO LATER THAN MIDNIGHT ON THE DAY OF THE DEADLINE.**  
**(MUST BE POSTMARKED BY THE DEADLINE DATE)**

If it is not possible to send your **check** by the deadline, write a note on the FORM 1A INVOICE, explaining when the check will be sent, and then send Contest fee invoice form to the Executive Secretary by the entry deadline.

**CHECKS SHOULD BE MADE PAYABLE TO:**  
**Region 30 UIL Music**

**MAIL ENTRIES TO:**  
**Region 30 UIL Music**  
**188 Southwood Bend**  
**Springtown, Texas 76082**

**DEADLINE: SUBMITTING YOUR ENTRIES BY THE BUFFER DEADLINE ELIMINATES FEAR OF NOT GETTING YOUR ENTRIES CERTIFIED ON TIME.**  
**PLEASE USE THE BUFFER DEADLINE.**

