



## **SOLO AND ENSEMBLE CONTEST DAY PROCEDURES**

### **Please read the following to insure a smooth running contest:**

- Report to contest site at least half an hour prior to your first performance time.
- Prepare your students by having them ready at least 30-45 minutes before their scheduled performance time.
- Come by the Contest Office to pick up all of your Solo and Ensemble Comment Sheets.
- Before you leave to your room, please make sure your DNA Comment Sheets are turned into the contest office.
- Your entries may move into your assigned performance room as soon as it becomes available. Each entry has a scheduled time of 6 (choir) or 8 (band and orchestra) minutes to enter the room, warm up, perform, and exit the room. Please follow the schedule. It is much better to get ahead of schedule. Please do not fall behind schedule.
- Medium Ensembles are allotted 15 minutes per performance slot.
- Piano Solos are allotted 12 minutes per performance slot. This was done to provide the soloist time to warm up on the piano before their performance.
- Have your all of your comments sheets in performance order.
- Make sure you bring originals for your judge. No copies will be accepted. Also, make sure your originals have all measures numbered.
- If you are needing more chairs or stands, feel free to borrow chairs or stands from a nearby room. Feel free to ask student monitors to assist you.
- Please exit your room no later than the time scheduled for you to exit.
- **Please do not switch judges or rooms!!** If there is an issue please notify the contest office.
- After you are finished with all of your solo and ensemble performances, please go to the contest office to check out.
- Please do not make or expect a judge to wait for your students to arrive to the contest.
- We ask your cooperation with the schedule so the day will not be any longer than necessary. Please instruct your students, prior to coming to contest, as to what procedures you will be following at the contest. Do not take extra time in your assigned room.

### **Procedures for Checking Out:**

- Come to the contest office after all of your solos and ensembles have performed.
- Make sure that all of your comment sheets are in your packet.
- Make sure all of your comment sheets have a rating circled and written.
- Make sure that your class 1 solos that were performed by memory and received a division 1 are certified by your judge to advance to the State UIL Solo Contest.
- Separate your sheets by division ratings.
- Separate your class 3, 2, and 1 solos and have a count of medals for each class.
- Separate your class 3, 2, and 1 ensembles and have a count of medals for each class.
- Once you have determined the amount of medals you have been awarded for your solos and your ensembles, proceed to the checkout area in the contest office to collect your medals. Hopefully your numbers and our numbers will match.
- Once you receive your medals, you are done.
- Please make sure you take with you all of your original scores, all of your comment sheets, and all of your medals.



*Be prepared to go into your assigned room as soon as it becomes available. There is a good possibility that the school in front of you will end early. Thank you for your cooperation on the schedule.*

**Please be courteous to directors and/or students helping us with this contest. Not many directors are willing to offer their facilities and have their students work, so do not discourage the few who do by being discourteous to them. Any problems/comments you may have related to this contest should be directed to the UIL Office.**

**REMINDERS:**

1. Tuner
2. Original Scores – measures numbered
3. Mallets for percussion
4. Tool / Reed box

If you have any questions, call me at 956-458-9114. It would be much better to email me with your specific question(s): [uilmusic15@gmail.com](mailto:uilmusic15@gmail.com). I will be in the Contest Office most of the day.

Ruben Adame  
UIL Region XV Executive Secretary