

## MEMORANDUM

DATE: March 21, 2019  
TO: UIL HS C & SR Participating Directors  
FROM: Ruben Adame, Executive Secretary  
RE: C & SR Contest Schedule & Information

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

Report to contest site at least half an hour prior to your warm-up time. Come by the Contest Office to turn- in:

1. 3 sets of original scores (measures numbered)
2. 2 seating charts for your band
3. Announcer Script
4. Form 1 – Only if you added names

Your group may move to your designated warm-up room as soon as it becomes available. All instrument cases will need to be left on the bus or left in the lobby in a designated area of your choice. No cases will be allowed in the warm up rooms. Each group has a warm-up (NOT REHEARSAL) time allowance (check schedule). You will be asked to vacate warm-up room 5 minutes before your performance time in order to set up on stage. If you use risers, please contact Dr. Saul Torres and **CONFIRM WITH** Dr. Torres what you will be needing.

**You will be required to provide your own “riser crew” to set up risers.**

**We ask your cooperation with the schedule so that it 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 to do this on stage or in the sight-reading room! After your group is announced, you will have one (1) minute to begin your performance.**

Comment sheets, scores, recordings, and awards may be picked up in the Contest Office as soon as available.

Note the facilities at: **UTRGV - PAC**

1. Warm-up Room A – CHOIR HALL
2. Warm-up Room B – ORCHESTRA HALL
3. Performance – STAGE
4. Sight-Reading – BAND HALL
5. UIL Office – PAC LOBBY

### **Equipment available is as follows:**

1. Warm-up Rooms – chairs, stands (bring your own tuner)
2. Stage – chairs, stands, podium
3. Sight-Reading Room – chairs, stands, podium, bass drum, tympani (bring your own mallets)

Please call me ASAP if you are going to “DNA” a group. If groups are canceled, the contest schedule will be adjusted accordingly. Be prepared to move up if necessary. Look at the schedule on our UIL Region web-site for changes. Also, be prepared to go into your warm-up room as soon as it becomes available. If parents or school personnel want to listen to your group, advise them to be there at least 30 minutes prior to your performance time as your group may be performing earlier than scheduled. Thank you for your cooperation on the schedule.

**Please be courteous to directors and 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. 3 Scores – measures numbered (Erase any markings made by judges at other contests)**
- 3. 2 seating charts (Attached to email)**
- 4. Completed UIL Announcer Script (Attached to email)**
- 5. Box for students' folders to pass out at warm-up room and to place at door for students to drop off their folders before going into Sight-Reading Room.**
- 6. Mallets for percussion**
- 7. Tool/reed box**
- 8. Riser Crew to set up risers for your group**

**Phone numbers: bus transportation**

**Bus driver's cell** \_\_\_\_\_

**School principal** \_\_\_\_\_

**Ruben** 956-458-9114

**Kerri** 956-458-9112

**If you have any questions, call me at 956-458-9114. Please leave a message if I do not answer. Set up chart, Announcer Script, and SR Percussion needs can be found on [www.uilmusic15.com](http://www.uilmusic15.com).**