



MEMORANDUM

TO: UIL C/SR Participating Orchestra Directors
FROM: Ruben Adame, UIL Region XV Executive Secretary
RE: C/SR Contest Schedule & Information
DATE: March 7, 2024

Report to the contest office at least half an hour prior to your warm-up time and turn in:

1. 3 sets of original scores (**measures numbered**)
2. 2 seating charts for your orchestra
3. 2 copies of your set up chart
4. 1 copy of your announcer script

Your Orchestra may move to your designated warm-up room as soon as it becomes available.

Each Orchestra has a warm-up (NOT REHEARSAL) time allowance of 20 minutes. At the end of the 20 minutes you have 5 minutes to move from the warm up area to the stage, get seated, and begin to perform. **Have a set-up crew ready to help set up on stage if you use risers. DO NOT** use a lengthy tuning procedure as you have already tuned and warmed-up, especially in the Sight Reading Room. **You have an allotted time for your performance; Please DO NOT take somebody else's time.**

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! Your group will be announced one (1) minute before your scheduled time and will be expected to begin their performance by the end of that minute. Please be ready to perform at your scheduled time (or earlier if necessary).

Please let your administrators and parents know to be at the performance venue at least 30 minutes before your schedule performance time.

Comment sheets, scores, and awards may be picked up in the Contest Office as soon as ratings have been recorded. Recordings will be emailed to you via drop box or your email address.

Note the facilities at Valley View ISD PAC:

1. Warm-up Room A –TBD
2. Performance – STAGE
3. Sight-Reading – Band Hall
4. UIL Contest Office – PAC LOBBY

Equipment available is as follows:

1. Warm-up Rooms—Chairs and Stands (bring your own tuner)
2. Stage—Chairs, Stands, and Podium
3. SR room—Chairs, Stands, Podium, Large Percussion Equipment (Bass Drum, Tympani, Bells)



We recommend that you bring extra bows, strings, rosin, cello boards/pegs, enough copies of music, tape, and other items that you might need. Please provide your own stools for your bass players. The Host director should not have to provide you with any of these items. He will have enough to do with staging his own group's performances and hosting the contest. Bring extra students to run errands, hold purses, or watch cases for you.

Call me ASAP if you are going to DNA a group. If groups are cancelled, the contest schedule will be adjusted accordingly. Be prepared to move up if necessary. Check web schedule for updates. 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, notify them to be there prior to your performance time as your group may be performing earlier than scheduled. Thank you for your cooperation with 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 students to 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 me or Kerri Adame.

If you have any questions, please call me at 458-9114 or leave message if I am not available.

REMINDERS:

1. Tuner
2. 3 Scores – measures numbered
3. 2 seating charts (Copy on Web page)
4. Completed UIL Announcer Script
5. 4 Helpers for risers (These individuals could carry tuner, run errands for you, carry box of music so that your students' music makes it to the contest, help drummers, etc.)
6. 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.
7. Mallets for percussion (Full Orchestra)
8. Tool/reed box

Phone numbers you might need to keep handy:

Bus Transportation _____

Bus Driver's Cell _____

Head/Assistant director _____

School Principal _____

Ruben Adame 956-458-9114 _____