

January 22, 2018



Dear Directors,

Here are a few reminders before Saturday, February 3<sup>rd</sup>. West Brook HS will host our Region 10 UIL Solo & Ensemble contest this year. Thank you to Jimmy Robertson for hosting. Jimmy will be sending a host letter with information about his school along with directions.

The contest office and school will open at 7:30 a.m. Please plan to arrive at that time. Busses will use the second lane that is in front of the school. It will lead you to the first covered walkway that directs the students to the cafeteria. Please do not go to the main entrance. Lane #1 in front of the school is for vehicle parking and vehicle driving through. ONLY judges are permitted to park by the cafeteria in the small parking area. Handicap is available there. Buses will park in stadium parking lot.

The contest office is in the WB library. Directors will take the first door (A-Hall) to the library. Students will continue to go straight on the walkway to the cafeteria (waiting area). A map will be provided with the judging rooms in the contest office.

Directors must go to the contest office to register. You will find your school's name with all of the information and critique sheets for your contest. You MUST mark your "DNA's" and turn them in to me before proceeding with your student performances. In the event that you owe ANYTHING, you will need to turn it in to me to receive your critique sheets in order to continue with the contest.

ALL PERSONNEL CHANGES in ensembles will be certified in the contest office with me. There is a system for deleting ensemble members and adding singers to an ensemble. Directors will bring your sheets to me. I will add the students & will **INITIAL ALL** changes. **NO ENSEMBLE SONGS WILL BE CHANGED.** **NO SOLO STUDENT NAMES OR SONGS MAY BE CHANGED AT THE CONTEST.**  
Each pink sheet has an ID # specific to that student. Same with ensembles.

If you are missing a pink sheet, I can correct that. Don't panic!

New directors ... cell phones are only an issue when in the hallways around performance areas. At UIL C & SR events, students should turn in their phones/electronics to the directors. Directors may bring them to the contest office for storage. Some directors choose to collect phones for Solo & Ensemble so they aren't a distraction. It is your choice at S & E. There have been issues in the past with noise related to ringing or talking on the cell phones in the performance/judging areas. It is perfectly okay for directors and accompanist to communicate by text to keep the contest on time. I ask that Directors and Accompanists silence their phones AND help keep the hallways quiet.

Please keep all contest rules firm. If we all stick together, then the students will have a fair competition. Please don't make exceptions for one student with others watching. By the way....NO SINGING IN THE RESTROOMS. Sound travels through to the hallways. Thanks!

JUDGES' MUSIC: NO XEROX copies allowed. Secure your judge's copies now!

 Number the measures. NUMBER the measures. **NUMBER THE MEASURES!!!**

Think about the blocking and the possibility of your judges' copies being shared. MAKE SURE YOUR SCHOOL'S NAME IS ON EACH BOOK/SHEET MUSIC so it may be returned if left in a judge's room. Did I mention to number your measures?

BUSES: Check, double check and call. Call transportation NOW to secure your bus(es), if you already haven't done so. Do your best to be timely. Keep my cell phone # handy if there are issues of arriving on time. We will place others in your spot if you are late. You will have to make up lost times in DNA spots or at the end of the schedule. In the event that you are the cause for a judge running overtime, you will be responsible for the judge's overtime pay.

Work hard at helping all of your entries be eligible. It is heartbreaking to schedule 685 events and only 300 show up! Please do not email me with DNA's unless I call for them. A Master Schedule will be by the contest office. Please find it and highlight your DNA times so others may use them. **Piano entries may use the DNA slots to warm-up.** Piano students may find a judge that has an opening. The judge will not critique your piano student. They will probably be happy to go to the restroom.

DNA's: You may check the Master Schedule to find open slots for your students. I DO NOT mind a student singing for a judge that has an opening. If you are waiting for a judge that is running behind and another judge is open, please take a student or two to that judge. **Always sign up the open slots on the Master Schedule by the contest office.** Students may not switch from one judge to another for convenience or liking. Please do not move more than 5 of your students from the original schedule. All judges and monitors will turn in their schedule changes to me. I do review this.

The judges will have a one hour lunch break. During lunch, judges' rooms may be used to warm up solos & ensembles. Monitors will be stationed at the rooms throughout lunch time to keep order. If other schools arrive during lunch to use a room for warm-up, monitors need to be present to limit the rehearsal to 6 minutes.

I shouldn't have to ask this, but directors please talk to your adults, bus drivers and students about foul language and rudeness. It will not be tolerated at UIL. This event is designed to encourage music and be a very positive experience. Most of the contest is managed by students doing their very best to help it run smooth. They do not deserve to be talked to rudely. Thank you for taking care of this.

Thank you everyone for your hard work and continuous support! I look forward to seeing ALL of you!

Please call 409-781-5770 for assistance,  
Lynnda