

STRING/GUITAR SOLO & ENSEMBLE

HOST GUIDELINES UIL REGION 2 MUSIC

1. I will bring the Adjudication Forms and room packets for judges and monitors the day of the contest.
2. Please email me as far in advance of contest as possible, site information letter, directions and map to school, map of the school layout, bus parking, warmup area, etc., to the following:
 - a. *Judges*
 - b. *Executive Secretary – Kathy Johnson – I will forward all information and documents to the Directors!*
** Please include a highlighted note to directors to remind students to mark name of the school on their music to help us ensure accurate return of music to school.*
3. Rental/tuning of pianos.
*If needed, I will reserve digital pianos from “**Romeo Music**”, Renee Tarczon (972-342-6892), renee@romeomusic.net . Contact her directly to arrange delivery and pick up times.*
4. Arrange for an adequate number of music stands for all rooms needed.
5. Advise participating schools/directors of any equipment that you will be providing.
6. Try to secure a repairman from one of the local music companies to be available for emergency repairs.
7. Post signs indicating locations of warm-up area, contest office, and performance rooms. Ratings will not be posted at the contest site.
8. Provide a couple of student workers to help throughout the day in contest office; adequate student monitors for performance rooms; runners to bring rating sheets to the contest office.
9. Make sure the contest office is set up and ready at least 45 minutes before the beginning of the contest. A work table (*at least one large or two small, countertops, etc.*) and adequate lighting are needed.
10. Make sure school doors are unlocked so contest officials can get into the building early if needed. If possible, put the Contest Office in the Library or other large room with tables and chairs so directors can have access to the adjudication sheets.
11. *Contest office must have two computers with internet access and a connection to a printer. (Make sure that your school does not shut down internet access on Saturday!) It is helpful to have a copier in or close to the contest office.*

12. **UIL** will pay for morning donuts/bagels, snacks, coffee, water, drinks, for judges, contest officials, repairman, and participating directors, etc. Receipts must be attached to your expense voucher. Maximum reimbursement for these expenses will be **(1-8 judges - Not to exceed more than \$150 per day) – (9-16 judges - Not to exceed more than \$200 per day) (16-28 judges - Not to exceed more than \$500 per day) (29 or more judges - Not to exceed more than \$300 per day).**
13. Arrange for lunch **(\$15 maximum amount allowable per person for lunch reimbursement for Judges, UIL officials, and Contest Hosts - UIL Contest Administrator is not responsible for making coffee or other “hospitality” duties).**
- * **Examples of expenses UIL will pay:** Primary Host honorarium. Contests that require five or more judges, a designated contest host assistant may also receive an honorarium; snacks and meals for judges, contest officials and host directors; digital piano rental.
- * **Examples of expenses UIL will not pay:** Food/drinks for student workers or parent volunteers.
14. I will bring the medals the morning of the contest. I will have rating sheet folders for each school so there is no need for the host to do this.
15. Coordinate with your administration the events of the day. Coordinate with any other events that might also be happening on host campus the day of the contest.
16. Shortly after the entry deadline date and when I have all of the entries finalized, I will send you information that has been compiled to assist you as you prepare to host a UIL contest at your school. Once you have, I will add the judge’s assignments to each room and finalize the schedule to email the directors and post on the website.

Your willingness to take on this responsibility is very much appreciated. Please let me know if I can help – you may call or email me anytime if you have questions.

Solo/Ensemble Host Checklist:

General

- ☐ Put contest date on school calendar.
- ☐ Send number of pianos needed to the executive secretary.
- ☐ Secure judges for contest and send names to executive secretary
- ☐ Secure rooms for adjudication and send list to executive secretary with specific instruments for each room.
- ☐ Secure monitors for each room for the entire day of the contest (you may do shifts to cover throughout the day).
- ☐ Post signs throughout the contest area (performance rooms, warm-up room, student concessions, etc.)

- ☐ Try to secure a repairman from a local music company (if needed) – they should do this as a service for the region.
- ☐ Send director info letter to the executive secretary to distribute (2 weeks from contest).
 - ☐ Where to park.
 - ☐ Where to enter the building.
 - ☐ Warmup area.
 - ☐ Room number/assignments.
 - ☐ Include inside and outside maps.
 - ☐ Students must provide an original score and measure numbers on the original score.
 - ☐ Student concessions.
 - ☐ Lunch is not provided for the accompanists, students, nor for the directors.

Job Descriptions and Training

- ☐ Room Monitors
 - ☐ Train monitors.
 - ☐ Have a check-in sheet for each room.
 - ☐ Monitor keeps track of who has checked in.
 - ☐ Make sure all students have their numbered original upon checking in.
 - ☐ This can be a solo part or the piano score with the solo.
 - ☐ Make sure monitors keep the rooms moving and on schedule.
 - ☐ Cue up students to enter the room.
 - ☐ Students can tune and set up while a judge is finishing the written comments.
 - ☐ Once they have checked in, make sure student performers are at the room ready to enter at least 10 minutes before their scheduled performance time.
 - ☐ Adjudication forms will be in the judges packet.
 - ☐ Judges can decide whether to keep the sheets at their desk or allow the monitor to manage them with the original music.
- ☐ Hospitality Volunteers
 - ☐ Keep food and drinks available to judges and contest officials throughout the day.
 - ☐ Must be adults
- ☐ Contest Office Runners
 - ☐ About 2 throughout the day
 - ☐ Can be students

Hospitality

- ☐ Have parents/boosters provide hospitality for judges, contest officials, repairman, and participating directors (to be reimbursed according to the host guidelines).
- ☐ Have parents/boosters arrange lunch for the judges, contest officials, and repairman (to be reimbursed according to the host guidelines).
 - ☐ Serve lunch in an area away from students and participating directors.
 - ☐ UIL does not provide lunches for the participating directors, students, or their accompanists.
- ☐ Make sure there is a way to get food/drinks to the judges in their rooms as needed throughout the day.
 - ☐ Runners can wheel an AV cart as they pick up sheets to offer snacks and drinks for the judges.
 - ☐ Provide concessions for students and accompanists to purchase throughout the day.

Room Preparation

- ☐ Make sure there is an electric piano or tuned acoustic piano in each room.
- ☐ Make sure there are enough music stands in each room.
 - ☐ Solo rooms – 2 stands
 - ☐ Ensemble rooms – enough for the largest ensemble to perform in each room.
- ☐ Provide a teacher's desk, table, or desk and chair (not a student desk) for the judge.

Contest Office Preparation

- ☐ Internet available.
- ☐ Two computers connected to the internet available for inputting results.
- ☐ At least two student runners.
- ☐ Stapler and tape dispenser.
- ☐ Tables/work area

Stipends

- ☐ Host \$250 (4 or less judges - \$150)
- ☐ Aide - \$75 (assistant director, if more than 4 judges)