



Instructions for Entering Marching Band Contest

1. Before you can enter any contest, you must have registered as a director on www.texasmusicforms.com or through the Charms program if you have purchased the program for your school. Be sure to register once for marching band, choosing a user name and password that you will remember. Remember that your name, as the director or of a group, will appear on all forms exactly as you type it on your registration. **There is a place to list additional directors of a group when you complete your contest entry forms.**
2. Log on to www.texasmusicforms.com to enter contest. Click on “**Form 2”-Marching**” located on the right side of the page to submit your entry for Marching Contest and follow the prompts. Be sure to choose the correct contest.
 1. After submitting your entry, click on “**Review Entries**”, then click “**Print Invoice**”. The system automatically calculates your fees and creates an invoice that you can use as your official paperwork to request payment from your school business office. *Print two copies - one for your payment request and one for your records.* **FEES ARE DUE TO THE REGION EXECUTIVE SECRETARY BY THE DEADLINE DATE.**
 2. **Parent/Student UIL Marching Band Acknowledgement Form** - You must have a signed copy of this form on file at your school for every student participating in marching band. Once you have a valid form on file for a student, it is not necessary to get a new form signed each year...only for new students. Both parent and student must sign the form. This PDF form is on the website’s Region Marching Band tab under “Marching Band printable forms” or the following link:
[https://www.uil texas.org/files/music/Parent Student MB Acknowledgement Form.pdf](https://www.uil texas.org/files/music/Parent_Student_MB_Acknowledgement_Form.pdf)
3. **30 DAYS BEFORE THE CONTEST:** The following items should be fully completed and mailed/scanned/or emailed to the region executive secretary. ALL forms are found under the Marching Band tab on the Region 16 UIL website or at <https://www.uil texas.org/music/marching-band>

Online submissions:

 - a. Submit your marching band entry through www.texasmusicforms.com - (see region calendar for deadlines)
 - b. Marching band educational use video agreement form
<https://www.uil texas.org/machform/view.php?id=388184>

Mail the following prior to contest day:

 - c. Completed Announcers Script sheet (PDF)
<https://www.uil texas.org/files/music/marchingbandannouncerssheet.pdf>
 - d. Completed Statement of Compliance (PDF)
[https://www.uil texas.org/files/music/Directors Compliance Update 2016.pdf](https://www.uil texas.org/files/music/Directors_Compliance_Update_2016.pdf)
 - e. Total entry fees due (*print invoice when you complete your “online entry”*)
 - f. Form 1 - must be signed by the superintendent or principal (this item has flexibility - must be on file with Executive Secretary before your students perform at contest)
6. **Mail all forms** (as indicated above) to:

Keith Bearden, Region 16 Executive Secretary
3410-98th Street, Ste. 4, Box 338
Lubbock, TX 79423
uilregion16@gmail.com