

## MEMORANDUM

TO: UIL C & SR Middle School CHOIR Directors  
FROM: Hugo Gonzalez, Ex. Secy.  
RE: C & SR Contest Schedule & Information  
DATE: February 18, 2010

Report to the contest site at least half an hour prior to your warm-up time Come by the Contest Office to turn in **3 sets of original scores (measures numbered)**.

Your choir may move to your designated warm-up room as soon as it becomes available. Each choir has a warm-up (NOT REHEARSAL) time allowance of 10 minutes and 5 minutes to move from warm-up room to risers on stage. **Special needs - such as accompanists' chairs/stands, other equipment - must be requested prior to contest days.**

**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 the 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.**

Comment sheets, scores, recordings, and awards may be picked up in the Contest Office as soon as your group's ratings have been posted.

Note the facilities at: UTPA

1. Warm-Up Room A: Choir Hall
2. Concert Performance: Auditorium Stage
3. Sight-reading Room: Recital Hall
4. UIL Contest Office: Lobby of Auditorium

Equipment available is as follows:

1. Warm-Up Room -- risers and piano
2. Performance Stage -- risers, shell, piano, podium, chairs, and stands
3. SR Room -- risers and piano

Call me ASAP if you are going to "DNA" a group and not later **than 4 PM on Thur, Feb. 25th. New schedule up on Fri. 26<sup>th</sup> by noon.** If groups are canceled, the contest schedule will be adjusted accordingly. Be prepared to move up if necessary. Check schedule on Web, ASAP **IF** your group is to be moved up due to DNAs. 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 prior to performance time as your group may be performing earlier than scheduled. Thank you for your cooperation on the schedule.

**IF YOU ARE PLANNING TO HAVE YOUR STUDENTS CHANGE IN AND OUT OF THEIR CONCERT ATTIRE IN THE RESTROOMS, PLEASE PROVIDE SUPERVISION AS THIS IS WHERE PROBLEMS ARISE. ALSO, PROVIDE SUPERVISION IN THE AUDITORIUM.**

**PLEASE** be courteous to directors and/or students helping us with this contest. Not many directors are willing to host contests 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 Contest Office.

If you have any questions, please call me at 686-8080 (LEAVE MESSAGE IF I AM NOT HOME)

**LAST DAY TO DNA A GROUP IS THUR, FEB. 25TH at 4 PM.  
NEW SCHEDULE WILL BE UP BY FRIDAY, FEB. 26TH.**

**REMINDERS:**

- 1. 3 Scores – measures numbered (if books, make copies for judges but bring at least 1 original)**
- 2. 2 Helpers (these HELPERS could run errands for you, watch student’s belongings, etc.)**
- 3. Pick up students’ cell phones while at the contest. This will alleviate problems in auditorium.**

**Phone numbers: bus transportation \_\_\_\_\_, bus driver’s cell \_\_\_\_\_ head/assistant director \_\_\_\_\_ School principal \_\_\_\_\_, Hugo 821-0640, Restaurant \_\_\_\_\_**