

## Director Instructions for 2022 Solo and Ensemble Contest

1. Remember, you can edit your entries in Texas Music Forms all the way up to the deadline, **Saturday, January 29, 2022**. I have to make the edits – so email me with your requests.
2. Included in this email is the schedule for the event. **THE SCHEDULE CAN NOT BE ALTERED. DO NOT ASK COLLEAGUES TO TRADE BLOCKS OF TIME. DO NOT CHANGE JUDGE OR ROOM ASSIGNMENTS WITHOUT MY PERMISSION.**
3. I have tried to group your students with some sense of order. With this many students, it can be difficult.
4. **PLEASE SPREAD YOUR STUDENTS THROUGHOUT THE DAY. AS YOU REMOVE DNA'S, DO NOT FRONT LOAD ALL OF YOUR STUDENTS. NO NEED TO INFORM ME OF DNA'S PRIOR TO THE EVENT.**
5. **Orchestra** – your rooms are very packed. Please help by spreading your students as you deal with DNA'S
6. **Percussion** – Andy Smith is only judging ensembles. I tried to work your schedules so that your ensembles do not interfere with soloists.
7. **Any Ensemble** – if you need percussion equipment for your ensemble, please contact me as soon as possible so we can work out room and schedule.
8. If you have a student with a very specific scheduling concern, contact me. *Before the day of the event if possible.*
9. Please communicate with your accompanist and be cautious with timing and scheduling. **Remember, accompanists may play for students from more than one school.**
10. A map of the school (Hanks HS) showing warm up areas, performance rooms, and NEW director check in areas is included in the attachments.
11. Make sure you have original scores and parts for the judges. **COPIES WILL NOT BE ALLOWED.** Make sure the score for the judge is numbered!
12. A list of Judges and their room assignments is included in the attachments.
13. You will be able to go to Solo-ensemble.com for your students results. There will be a QR Code on this website that will give you and your students access to their ratings.
14. When you check in Saturday morning, you will need to bring a completed Form One with a list of your students attached. Make sure you have your principal's signature on the Form One.
15. I am NOT asking for a schedule of your students this year. If I need to get ahold of you, I will text or call you. Please respond!
16. If I have not received your entry fee checks, please get it to me as soon as possible! See attachment!
17. For those interested, on **February 4, at 5:00 pm**, we will hold a tutorial for the judges. Remember, we are using laptops to complete the judging comments. **THERE WILL NOT BE ANY SHEETS TO PICK UP THIS YEAR.** Unless we have a system crash! You will still need to pick up medals at the end of the event. Contact me for the link to the Zoom meeting.

We are asking that everyone observe Social Distancing. Masks are highly recommended while inside the building.

We are also asking that only performers and directors be in the performance rooms. For everyone's sake, please keep family, friends, and colleagues out of the rooms.

My email address – [UILRegion22music@gmail.com](mailto:UILRegion22music@gmail.com)

[My Cell – 915 241 6486](tel:9152416486)