

# REGION 27 ENTRY PROCEDURES

## CONCERT & SIGHTREADING

### Performance Requirements, Rules, and FAQ's:

[Concert & Sight-Reading — Music — University Interscholastic League \(UIL\) \(uiltexas.org\)](#)

### UIL Concert Contest Rules:

[Constitution and Contest Rules — University Interscholastic League \(UIL\) \(uiltexas.org\)](#)

### UIL Sightreading Contest Rules:

[Constitution and Contest Rules — University Interscholastic League \(UIL\) \(uiltexas.org\)](#)

### UIL Pilot Sightreading Rules for Band and Orchestra:

[UIL Sight-Reading Instruction Pilot.pdf \(uiltexas.org\)](#)

### ENTRY DEADLINES:

All entries must be submitted online, and checks for fees postmarked, **no later than 30 days prior to the first day of competition.**

### HOW TO ENTER THE EVENT:

ENTER VIA <https://www.texasmusicforms.com/> or [\\*\\*Charms Office Assistant](#)

1. Find your TEA school number:  
<https://tealprod.tea.state.tx.us/Tea.AskTed.Web/Forms/SearchScreen.aspx?orgType=School>
2. If you are new to your school or have changed jobs, you must contact Cut Time to create or update your account. The email is: [charms@gocuttime.com](mailto:charms@gocuttime.com). Please use your school email address and spell out all words in your profile. For example: High School (not HS).
3. Make sure to choose the appropriate classification for your school: For example: 6A, 3C, etc. If you see 9u, then that is an error code and you need to reenter your classification.
4. **IMPORTANT:** The name of the director whose profile is used to enter an event will be displayed as the conductor of that ensemble! Therefore, if there are multiple directors from a school with multiple ensembles, the primary conductor of each specific ensemble should be the one doing the online entry! There will be an option to add additional directors' names during the process.
5. Enter the requested info for Certification Form 1.
6. Then go to the correct Concert & Sightreading entry section and begin entering the requested info on Form #4. **Completing just Form #1 does not generate an entry. You MUST complete Form #4.** There is a place for all pertinent information, and you must fill in every space. We will know that your music is listed correctly, because it is taken straight from the PML integrated into the program unless it is your 'Director's Choice' selection. If your classification allows you to choose the movements you are

performing, then you must list the movements. You may type that information after the title. For example, type: Mvts. 1 & 2.

7. **Choir Directors** are also required to enter accompanist name, number of students, sightreading voicing and SR level (this is new). If you are not sure what level you are required to perform, you should look it up here: <https://www.uiltexas.org/music/concert-sight-reading/choir-sight-reading-criteria>. Do not leave these items blank.
8. Once you have completed your online entry, you will be able to view your forms, including the **Invoice Form 1A**. Click on "Review Entries," and print out your **Invoice Form 1A to send with your entry fees. Your total amount due will appear on the INVOICE FORM 1A, which automatically computes the total of your group entry fee, state organization fee, and your audio recording. (NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your checks and purchases orders ONLY from the INVOICE FORM 1A)**
  - Note: For Marching and Concert & Sightreading, SBISD and CFISD Fine Arts Office will pay all entry fees in one check. SBISD and CFISD directors are responsible for requesting fees for Solo & Ensemble.
9. The system should generate an auto-response confirmation email to you, letting you know that your entries have been submitted. This is your official entry confirmation.

**MAIL your INVOICE FORM 1A and your check to the Region Executive Secretary prior to the deadline. Checks must exactly match the amount shown in Invoice Form 1A! Purchase orders do not constitute payment. Confirm with your business office that they are using the correct address.**

**Make checks payable to: UIL Music Region 27**

**Mail to:**

**UIL Music Region 27  
Attention: Mary Running  
7464 Hall Road  
Brenham, TX 77833**

7) Do not email or mail your Form 1. You will bring the signed Form 1 to the contest office on the day of the contest and turn it in along with your judge's scores.