

MEMORANDUM

TO: UIL C/SR Participating Orchestra Directors
FROM: Ruben Adame, UIL Region XV Executive Secretary
RE: C/SR Contest Schedule & Information
DATE: March 3, 2026



Contest Requirements

The evaluation schedule will not be altered due to transportation delays. Please report to the contest office at least 30 minutes before your warm-up time with the following:

1. **Three (3) sets of original scores** (measures numbered).
2. **Two (2) copies of your setup chart.**
3. **One (1) copy of your announcer script.**

Warm-Up & Performance Procedures

- Your orchestra may move to the designated warm-up room as soon as it becomes available.
- Each group has a **25-minute warm-up time allowance** (no rehearsal).
- At the end of warm-up, you will have **5 minutes to transition to the stage, get seated, and begin your performance.**
- If using risers, ensure a setup crew is ready to assist.
- Avoid lengthy tuning procedures on stage as tuning and warm-up should be completed in the warm-up room.

Please follow the schedule to ensure the contest runs smoothly. Prepare your students in advance to minimize unnecessary delays on stage or in the sight-reading room. Your group will be announced **one (1) minute before your scheduled performance time** and must begin by the end of that minute. Be prepared to perform at your scheduled time or earlier if needed. Inform administrators and parents to arrive at the venue at least **30 minutes before your performance time.**

After the Contest

- Check-out at the contest office area by picking up your music scores and awards. Please do not forget to take your scores home with you.
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Facilities at Valley View HS PAC

- **Warm-Up Room A:** TBD
 - **Performance Stage:** STAGE
 - **Sight-Reading Room:** TBD
 - **UIL Contest Office:** PAC LOBBY
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Equipment Provided

- **Warm-Up Rooms:** Chairs and stands (bring your own tuner).
 - **Stage:** Chairs, stands, and podium.
 - **Sight-Reading Room:** Chairs, stands, podium, and large percussion equipment (bass drum, timpani, bells).
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What to Bring

- Extra bows, strings, rosin, cello boards/pegs.
- Copies of music, tape, and other essential items.
- Stools for bass players (if needed).
- Extra helpers for risers, errands, and instrument setup.

Ensure your students are prepared and bring:

1. Tuner.
 2. Three (3) numbered scores.
 3. Two (2) seating charts (template available on the UIL webpage).
 4. Completed UIL announcer script.
 5. Box for student folders (for warm-up and sight-reading transitions).
 6. Mallets (if applicable for full orchestra).
 7. Tool/reed box.
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Schedule Adjustments

If groups are canceled, the schedule will adjust. Be prepared to move up if needed. Notify parents and staff to arrive early in case of schedule changes.

Courtesies

Please be respectful to directors and students assisting with the contest. Direct any concerns or comments to the UIL Contest Office.

Contact Information

- **Ruben Adame:** 956-458-9114
- **Additional Contacts:** (Add relevant transportation, driver, school, and director contact numbers).

Thank you for your cooperation. Let's work together to ensure a smooth and successful contest.