

3. Attend UMEA Mid-Winter Conference in St. George and the Region Music Chair Luncheon on Friday.

4. Email your region music educators the following reminders:
   b. Music directors must be familiar with and adhere to the policies outlined in the Handbook Music Section. Be familiar with and adhere to UHSAA policies regarding Region and State Solo & Ensemble (p. 109-111).
   c. Use the UHSAA adjudication forms posted on the Music Page under “Forms” (correct color & two sided).
   d. Hire certified music adjudicators from the list on the Music Page under “Valuable Links.”
   e. Use the UHSAA Adjudicator Contract posted on the Music Page under forms.
   f. Students must be eligible according to UHSAA standards in order to participate in a Region or State Solo & Ensemble Festival (UHSAA Handbook, Article 1 Section 8 and Handbook Music Section I-B & C). After verifying the eligibility of the students, the school principal and music director(s) shall sign and submit the UHSAA Eligibility Form available on the Music Page at www.uhsaa.org to the UHSAA prior to participation in a Region Solo & Ensemble Festival, but no later than February 28.
   g. Responsibilities & deadlines for submitting entries for the Region & State S & E Festivals.
   h. State Solo & Ensemble Festivals on April 25 (North at Northridge HS; South at Orem HS).

   i. NEW THIS YEAR: School music directors are responsible for completing new adjudication forms for each of their state qualifying entries. The school director or their individual performers shall provide the completed adjudication form to their assigned adjudicator at the State Solo & Ensemble Festival.

   j. School directors shall ensure all state adjudication forms are typed and filled out accurately on the correct color (match to colors on the UHSAA Music page at www.uhsaa.org). It is the responsibility of the school music director(s) to bring the completed music forms to the State Festival and hand them to the proper adjudicator prior to each performance or distribute them to their student performer(s) at the state festival so they can provide the form to their assigned adjudicator just prior to their performance.

   k. Changes to State Festival Schedule will only be considered if the Region Music Chair provides a written request to their State Festival Director. Requests from individual directors will not be considered.

   l. Review preliminary state festival schedule as soon as possible, to see if there are problems (will be posted 2 weeks prior).

   m. The Final State Solo & Ensemble Schedules will be posted the Tuesday prior to the festival.

   n. Schools will be fined $25 for any no shows and/or cancellations after the Monday prior to State S & E.

5. Submit 2015 State Qualifying Entries by Saturday, March 28 on the Required UHSAA Entry Form
   a. Following region festivals confirm with school directors their qualifying entries will attend state.

   b. Download the UHSAA State Solo & Ensemble Entry Form

   ○ Go to the UHSAA Music page – www.uhsaa.org > Sports & Activities > Activities > Music
   ○ Click on the link for the State Solo & Ensemble Entry Form
   ○ Save the blank excel entry form to your desktop or files (remember where you saved it)

   c. On the Music Page click on and read the “Instructions for Submitting State Solo & Ensemble Entries”

   d. Open the saved Entry Form and ENABLE MACROS (see Instructions for Enabling Macros)

   e. Complete the entry form (it is extremely important that you fill in all fields requested)

   ○ Use dropdown menus and be specific in entry/student category – (i.e. Jane Doe, string quartet #1).
   ○ Use menu buttons to identify category of event and List the title of the song performed

   f. Save the completed entry form (remember where you saved it)

   g. Attach and EMAIL the completed entry form to your State S & E Festival Director by Saturday, March 28, if possible, but no later than Saturday, April 4 to avoid the late fee. Make sure to include any scheduling concerns when submitting your entries. State Solo & Ensemble Directors/Schedulers listed below:

   NORTH: Jemay Marden, jnmarden@dsdmail.net

   SOUTH: Justin Bills, justin.bills@nebo.edu

   h. Check for a confirmation email from your State Festival Director/Scheduler within the week

   i. UHSAA will fine regions and schools for late entries and forms received after the deadlines.

   ○ $200 fine for the first week late, entries after one week will not be scheduled.