**IGSMA District 3**

**Contest Registration Instructions**

**Solo and Ensemble Entries**

* **All entries must be received via email no later than 3:00 p.m. Friday, January 15, 2016. I will send an email confirming that your forms have been received. Per District 3 Procedures, any entries received after 3:00 January 15 will be assessed a fee of twice the normal amount.**
* **Please use the forms you received on November 30, 2015, as some have been updated from previous years. There are two separate forms; please include only solos on the solo form and ensembles on the ensemble form.**
* **If there are multiple directors in one school, each may submit his own entries. If all registrations are entered on the same form, only one form should be submitted (not one per director).**
* **Please put your name and school at the top of each of your forms.**
* **There is a sample on each form in italics. You may leave them on the form or delete them.**
* **Please type the name of the student or the ensemble in the first cell. Please name ensembles by type and number them if you have more than one of the same type. (Ex: Clarinet Duet #1, Clarinet Duet #2, etc.)**
* **The next cell is the event code. Please follow the instructions on the event code sheet and double check to make sure you have coded it correctly. (Feel free to email me with questions if you’re not sure; it’s a little confusing but important that it’s completed correctly.)**
* **The third cell on the solo sheet should be left blank! Please do not put anything in that cell. (It will make my bookkeeping easier, thanks!)**
* **List all of your ensemble members in the third cell on the ensemble entry form. They will be listed on the adjudicator’s sheet exactly the way you type them.**
* **Title goes in the fourth cell, and composer/arranger goes in the fifth. These will also be printed on the adjudicator’s sheets exactly as you type them. You may list TBA, but all changes will need to be communicated to Becky Meadows by January 29 in order to be listed correctly on the adjudicator’s sheet.**
* **Please mark Y if it’s accompanied or N if it’s unaccompanied. Don’t just leave it blank.**
* **Special requests: If your student has another (non-IGSMA) event and needs to be scheduled within a certain timeframe, please note that here. I need to have at least an hour to work with. (8:00-9:00, A.M., after 12:00, etc.) Please do NOT ask for a specific time. Everyone CANNOT perform at 8:00 a.m. Let me know as soon as possible if there are other events which affect several students, and I may be able to start a room or two early to accommodate them. Special requests will be honored in the order that they are received. I will make every effort to accommodate everyone’s requests, but I cannot guarantee that I will be able to. Student schedule conflicts have priority over teacher convenience requests.**
* **Grade (solo sheet) is the student’s current grade. Years played (solo sheet) includes this year (Ex: a 7th grader who started in 5th grade has played 3 years).**
* **Don’t forget to save your file before you send it! Please save it as “your name”16 (Ex: Meadows16)**
* **Email the file to me at** **igsma3@gmail.com****. (It is easier for me if I get them all at this address rather than my Unit 5 address.)**
* **Print a hard copy and mail it along with your check and fee sheet to me at Becky Meadows, Kingsley Junior High School, 303 Kingsley St., Normal, IL 61761.**

**Organizations Entries**

* **All entries must be received via email no later than 3:00 p.m. Friday, January 15, 2016. I will send an email confirming that your forms have been received. Per IGSMA District 3 Procedures, any entries received after 3:00 on January 15 will be assessed a fee of twice the normal amount.**
* **The Organizations Contest entry form may be handwritten (legibly, please!) and should be scanned and emailed to me at** **igsma3@gmail.com** **also. If you are sending from a copier or scanner other than your email, please send me an email letting me know that it has been sent. We had some trouble last year with some of them not coming through.**
* **Per IGSMA by-laws, there can be no TBA’s on Organizations forms.**
* **Print a hard copy and mail it along with your check and fee sheet to me at Becky Meadows, Kingsley Junior High School, 303 Kingsley St., Normal, IL 61761.**

**Fee/Fee Sheets**

* **A completed fee sheet should be emailed with each director’s solo and ensemble and/or organizations entries.**
* **Please print a fee sheet and have your business office include it with your payment. If multiple organizations are included on one check, please be sure to include each director’s fee sheet with the check.**
* **All fees must be paid two weeks prior to contest, per District 3 Procedures. Some of your business offices are S L O W. Please plan ahead and submit your request in a timely manner.**