**Katy High School Orchestra**

Katy High School

6331 Hwy Blvd.

Katy, TX 77494

Ellen Lawrence, Orchestra Director

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Orchestra office: 281-237-1754

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Dear colleagues:

I hope your preparations for Solo & Ensemble Contest are going well. Katy High School is excited to host this great event on Saturday, February 23rd, 2019 for you and your students. Refer to attached map. Please review the following information to ensure a successful experience for all:

**GENERAL INFORMATION**

* The warm-up area is in the large cafeteria. THIS IS THE ONLY PLACE STUDENTS MAY WARM-UP. Plan to bring your own tuners, metronomes, and folding music stands for the warm-up area. None will be provided. Students should remain in the cafeteria when they are waiting for performances, ratings, and rides home.
* Please stress with students the importance of being responsible for their actions and representing their orchestra well with good behavior. You should have a teacher or a parent chaperone with your students in the cafeteria to help with student crowd control at all times. At the very least, be sure to label all items as KHS will not be responsible for lost belongings.
* We will have a concession stand where folks may buy all sorts of snacks and drinks throughout the contest, including pizza around lunch. *Please inform your students and parents of this, so they can plan to bring plenty of cash, ESPECIALLY SMALL BILLS.* All food must remain outside of the performing areas.
* There will be an information table at the designated entrance. Our hope is that our student and parent volunteers will be able to assist with directions and room assignments. Tell your students that the information table is not a check-in area. They must only check in with you and/or their judging room.
* Students should arrive to Katy High School *at least* 30 minutes early to uncase and warm up and report to their judging room approximately 10 minutes before their scheduled performance time. It will be helpful for students to locate their performing room upon arrival and before warming up.
* Talking should be kept to a minimum, and no practicing should take place when in the vicinity of judging rooms out of respect for other performers.
* Students should not ask monitors to see their rating or comment sheet.

**DIRECTIONS AND PARKING**

 From westbound I-10, take exit 740 for Pin Oak/1463. On the frontage road, continue past Pin Oak (you’ll travel under the Pin Oak overpass), and the next light is FM 1463. Turn north/right on FM 1463. Katy High School is on the corner of Hwy Blvd (also called Highway 90) and 1463. Park in the main lot at the corner of Hwy Blvd and 1463.

Contest locations: Warm up and concessions are in the CAFETERIA. The contest office is in the LIBRARY.

Use the attached map of campus BEFORE you arrive to avoid confusion.

**ROOM SET-UP**

Pianos, music stands (5), and chairs (5) should be set in your room already. Feel free to rearrange the set-up to accommodate your ensembles, but please do not use the classroom teacher’s belongings and/or supplies. Medium ensembles should provide a set-up chart to the room monitor in advance of their time to ensure enough chairs and stands are readily available.

**DIRECTOR ARRIVAL CHECK LIST**

1. Contest office is in the library. Upon arrival, check in with Mr. Williams, submit your signed UIL Form 1, and pick-up/sort judging sheets.
2. **Deliver your blank critique sheets in performance order to each room monitor at the start of the contest. Original music may be provided by the director or performing student to the monitor or judge directly. KHS will be unable to provide sheet music or copies.**
3. The judge needs an ORIGINAL of each solo or ensemble score with EACH MEASURE NUMBERED.
4. Label all music with your school name, so it can be returned if needed efficiently.
5. Make sure your students know their room number, judge number, and performance time *before* contest day.
6. Check out will be with Mr. Williams will be in the library.

**RESOURCES:**

* Contact UIL Region 23 Executive Secretary, Joe Williams with all questions regarding your contest entries and fees (uilreg23@gmail.com).
* S&E UIL Constitution and Contest Rules: <http://www.uiltexas.org/music/solo-small-ensemble>

Again, Katy High School is grateful for the opportunity to host you and your fine students at this event. I hope it is a positive musical experience for all of you. Please do not hesitate to contact us if you have any questions or concerns.

Musically yours,

Ellen Lawrence