



Vanessa Mora,
Choir Director, Fine Arts Chair
Victoria West High School
307 Tropical Dr. Victoria, TX 77904

Region 14 UIL Concert & Sight-Reading Evaluation March 31st at Victoria West High School

Directors,

I am very excited to host the UIL Concert & Sight-Reading here at Victoria West HS! I hope it will be a rewarding experience for you and your students! Below are some instructions to help you in your time on our campus. Please read each section carefully as this is a new contest site.

CAMPUS MAP – See attached map which will include parking/building directions.

BUS PARKING & BUILDING ENTRANCE

Your busses should drop you off at the cafeteria entrance, then park in the student parking lot. **There is NO bus driver lounge or hospitality room.** Enter through the cafeteria doors and head to the contest office where your student guide will be waiting for you. If you arrive early, your students may wait quietly and respectfully in the auditorium with chaperones.

Important Note Victoria West HS & Cade MS share a site, so our parking lot and driveways are very busy at 2:45 (HS release time) and 3:45 (MS release time) with students leaving home at the end of the day. If your choir is scheduled for warm-up around those times, make sure to give yourself enough time to deal with the traffic. Arrival times in the morning should not be affected because the high school will already be in session.

SITE LOCATIONS

Check-In & Contest Office: Small Band Hall

Warm Up: Choir Room C-109

Concert: Auditorium Stage

Sight-Reading: Large Band Hall E-123

EVALUATION RULES:

1. EVERY choir should bring enough chaperones to be monitor your students. Remember you will not be able to be with your students all the time, so chaperones must be aware of rules and be prepared to enforce them.
2. Please do not bring gum, food, or drinks on campus unless medically necessary.
3. Please do not allow your students to bring a change of clothes to the competition. NO changing facilities will be available. This rule will be enforced by our volunteers, student monitors and staff.
4. Please enforce appropriate audience etiquette: No talking during a performance. No profanity. No feet on backs of chairs. No iPods. No cell phones. No using phones to record. No entering/exiting the auditorium while a choir is on stage.
5. Please require your students to sit as a group in the auditorium with your chaperones or yourself.



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6. Students are to be supervised at all times. They are NOT allowed to roam around the building. They are ONLY allowed to be in the restrooms if a director/chaperone is in the cafeteria waiting for them (the only restrooms that will be available for them are the ones in the cafeteria).
 7. Please advise your students to be respectful to our students and staff. Our students/staff have been instructed to correct student behavior if necessary and to report misbehavior to Mrs. Mora, Bill Cason, Region XIV Executive Secretary, or to David Edge, Fine Arts Director.

EVALUATION INSTRUCTIONS:

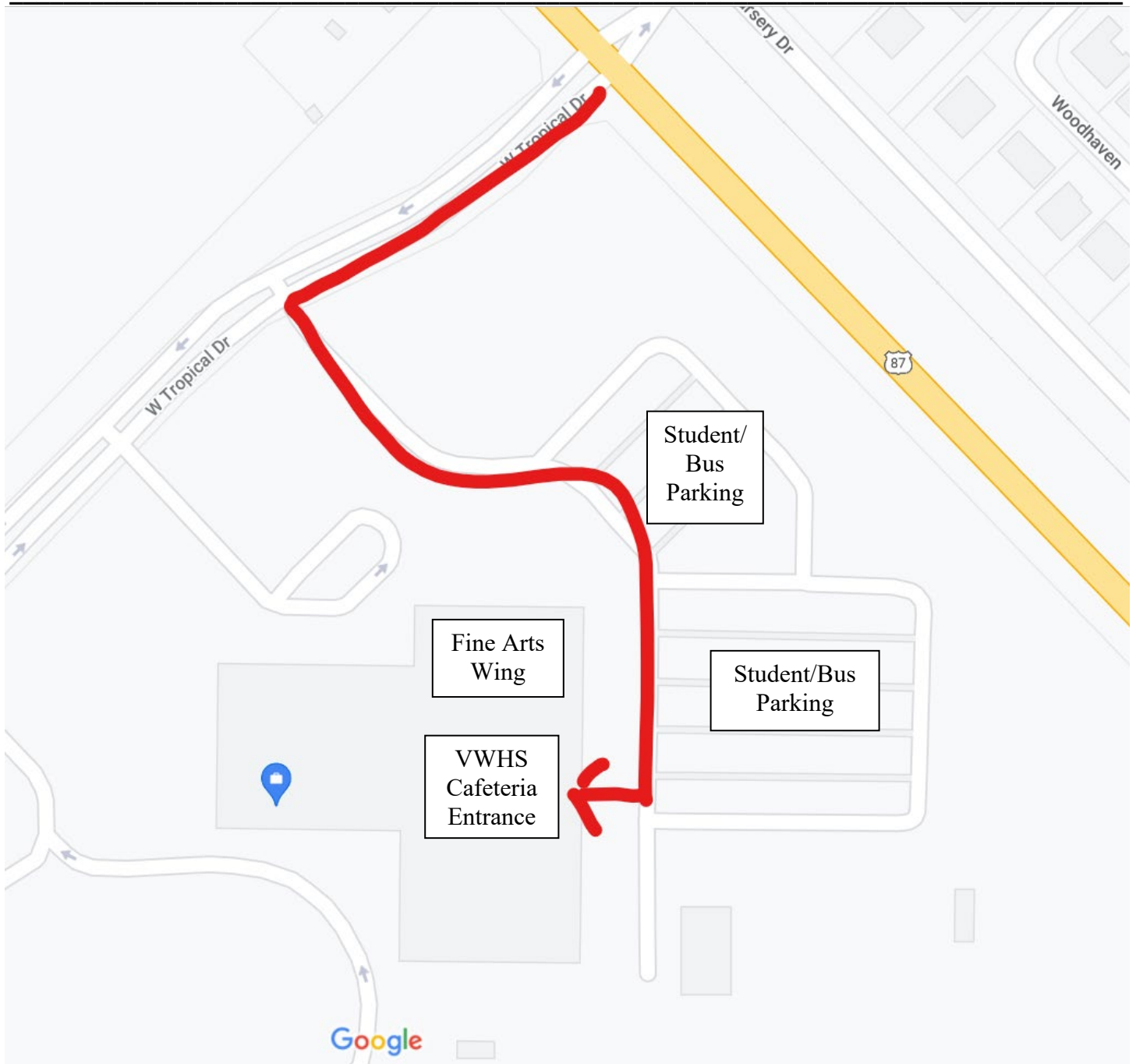
1. Please have your bus drop you in front of the cafeteria at least 15 minutes in advance of your scheduled warm-up room time.
2. We plan to have student monitors greet you in the Contest Office and to wait with you until your warmup time.
3. Directors should check in at the Contest Office located in the small Band Hall.
4. The event will operate on satellite (cell phone) time. At the assigned time, your student monitor will escort you and your choir from the auditorium area to the warm-up room. Please remember that your Warm-Up time includes entering and exiting the room, so please leave time for your choir to exit the room completely before your time is up. The room must be vacant by the end of your warm-up time. **ULTIMATELY YOU ARE RESPONSIBLE, AS A DIRECTOR, TO BE IN YOUR SPOT ON-TIME. PLEASE DO NOT BLAME A STUDENT WORKER BECAUSE IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR TIME.**
5. After warm-up your student guide will escort you to the Auditorium and Sight-Reading room. Each room is directly next to the other so transitions between them should move quickly. You will enter the auditorium stage right and exit stage left. All risers will be facing the same direction to assist with easy transitions.
6. Because of the 20-minute schedule, the sight-reading room is not expected to run behind. However, should that occur, please be prepared to wait quietly in the hallway.
7. After sight reading, please have your school's chaperone escort your choir to your bus or back to the auditorium while you wait for your critique sheets. Do not let them congregate or stay huddled near the doors as the sound travels into the sight-reading room. Please remind your chaperones how crucial it is to enforce appropriate behavior so as not to distract other choirs.

Please feel free to contact me if you have any questions or need student accommodations. I wish you and your choir the best of luck as you prepare for this event and look forward to hearing them perform!

Sincerely,
Vanessa Mora
Choir Director



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This is a rough layout of our fine arts wing, so that you know where to go. Performing choirs will be led on stage through 2 doors on either side of the auditorium around where the arrows are located. Choirs that will be waiting in the audience should use the double doors which you will see when you enter the cafeteria.

