**Prose & Poetry Online Documentation Check for Regional Qualifiers:**

* Read and follow the instructions below on how to submit your documentation.
* If procedures are not followed correctly, your documentation will be returned to you for correction.
* If your documentation is not checked and approved, you will not be allowed to perform.
* Do not submit your documentation late without contacting M’Liss S. Hindman with a solid excuse.
* For additional information about how to have everything necessary…:

Prose: [ProseCheckList\_23\_1.pdf (uiltexas.org)](https://www.uiltexas.org/files/academics/speech/ProseCheckList_23_1.pdf)

Poetry: [PoetryCheckList\_23\_2.pdf (uiltexas.org)](https://www.uiltexas.org/files/academics/speech/PoetryCheckList_23_2.pdf)

**Deadline for submitting documentation: 5:00 p.m., April 19, 2024**

**Instructions: Follow carefully.**

**Scan your documentation for both categories as ONE continuous document in the following order:**

**1. UIL Official Documentation Form for Category A**

**\*It is a typeable form available on the UIL website:**

**PROSE:** [Interp Prose Form\_23\_24wWatermarkV4 (uiltexas.org)](https://www.uiltexas.org/files/academics/speech/Interp_Prose_Form_23_24wWatermarkV5.pdf)

**POETRY:** [Interp Poetry Form\_23\_24wWatermark\_V4 (uiltexas.org)](https://www.uiltexas.org/files/academics/speech/Interp_Poetry_Form_23_24wWatermark_V6.pdf)

**Handwritten forms will not be accepted.**

**2.  CATEGORY A proof of publication**

**(Scan proof of publication for each selection in the order they were listed on the Selection – Documentation Form)**

**3. UIL Official Documentation Form for CATEGORY B**

**\*It is a typeable form available on the UIL website: see links above. The form for Category B is below the one for Category A.**

**Electronic Documentation Submission Procedure:**

**Category A and B should be scanned all together as one document.**Follow this order.

For **Category A:**

Include the following:

* **UIL Official State Selection - Documentation Form A** (verify form is typed, downloaded, then signed by both student and coach before scanning)
* Cover of Book
* Publication Page (copyright information is on this page)
* Table of Contents
* Title page (1st page of the selection within the book)
* Proof of Genre\*

\*Only necessary if selection is taken from an anthology that includes multiple genres (such as prose AND poetry AND drama). If so, in addition, you must include proof of the GENRE of your specific selection(s) unless the Table of Contents designates the genre.

For performances that contain multiple selections, scan in the same order each title is listed on your selection Documentation form.

For **Category B:**

Include the following:

* **UIL Official State Selection – Documentation Form for Category B** (verify form is typed, downloaded, then signed by both student and coach before scanning)

**Save:  As one PDF file** (no Google documents). Proof your scanned documentation before you submit it to be certain it is:

* **Readable**
* **Right side up**
* **Complete**
* **In order as prescribed above**

**Label your single scanned document in this manner:**  **Last Name\_First Name\_School\_UIL District #. THEN, email as an attachment to mhin@tjc.edu**

**If you are unsure of your District #, please confirm with your administration before submitting your documentation.**

**Deadline for Submission: 5:00 p.m. April 19, 2024 This deadline is a week before the contest, so that we will have to look over the forms and tell you if your documentation needs corrections. Email completed documentation to M’Liss S. Hindman at mhin@tjc.edu**