

*This template contains some things you might send out to the directors for the contest you are doing (this example assumes it is for a Zone Contest).*

**Subject:** Director DEADLINES!

Here are some due dates for you to keep in mind. And there is some information I need from you once you've made decisions.

Send me **play titles and playwright** information as soon as you make a decision.

**\_\_\_\_\_** Deadline for registering your play title in the [UIL Spring Meet Entry System](#)

**\_\_\_\_\_** is your deadline for mailing scripts to the adjudicators. Even if you are still making cuts, they need at least 2 weeks for reading. Make sure you put your **school's name, District and note stating the date and location of the contest.** This will insure they bring back your scripts.

Here are the addresses: *(you would replace these with your judge/judges info)*

Joan Smith  
962 Live Oak Drive  
Nowhere Texas, 12345

John Phillips  
1600 Main St.  
Anytown Texas, 23456

Sami Sampson  
PO Box 244  
Anonymous Texas, 34567

*Some other possible things to include...*

**\_\_\_\_\_** is the date your program page is due to me before I sent it out to be printed.

**\_\_\_\_\_** is the date your online entries are due. Deadline for Contestant Entry, play and set information and additional directors to be entered via the [UIL Spring Meet Entry System](#) and the Contestant Entry Form (aka Matchform. Both systems open 2/1)

**\_\_\_\_\_** is your deadline for sending light cues.

*(Not required, but a possibility is this...)*

Once you know what your **opening and closing** will be, email me so we don't waste time at the directors' meeting.

*(This is a good idea too)*

If you advance to District, you need to mail your scripts immediately to the adjudicators. Write on scripts school name Bi-District A, 6A, District 13 and a note saying the date and location of the contest. Here are the addresses:

Phyllis Meeks  
356 Drastic Ct.  
Somewhere TX, 56789

Sally Austin  
3429 Happiness St.  
Jonestown TX, 98765

Eric Smith  
8754 University Ln.  
Anothertown Texas, 87654

If you advance out of District, the Bi-District Contest **Manager is:** \_\_\_\_\_.