

# TEXAS UIL APPLICATION GUIDE



## UIL CHECKLIST

- A copy of your *License Agreement*, which you can find either in your email or in your Samuel French account.
- Make sure you have forwarded invoices and payment documentation to your business office and to ensure your district pays the invoice on time. *Please be advised it is your responsibility to forward invoices to your business office.*
- A *hard copy* of your cutting for your contest manager. Electronic copies will not be accepted.
- Your *proof of payment* for your contest manager. This can be a copy of your check, a receipt, a copy of your PO, or a letter from your administration. *Providing proof of payment is your school's responsibility.*

## HOW DO I APPLY FOR UIL?

### STEP 1:

Choose the play you wish to produce. We recommend starting the licensing process with us in the summer or early fall before UIL. The UIL Approval List features titles that have been approved or performed for UIL before; this does not guarantee cutting approval from Samuel French.

### STEP 2:

Once you have decided on your desired play, submit a license request at [samuelfrench.com](http://samuelfrench.com).

- On the form, please put your school or school district as the Producing Organization, the Billing Organization, and the Venue. We know High School UIL moves around, but in this specific instance you do not need to worry about that.
- Please put the possible full range of competition dates for the competition. For example, if you know your first performance would be March 21st, and the State performance will be May 27th, put down March 21st through May 27th as your range of performance dates.
  - For High School UIL, please put 7 performances as your number of performances. If you put down more than 7 performances, your application will take additional time to process.
  - For Junior High UIL, please only put down the number of performances you know you will be performing (usually only 1 or 2 performances).

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- For the seating capacity, please use the maximum capacity of your school’s auditorium or theater.
- For the section titled “Contest, Festival or Conference,” please be sure to put down the following information:
  - When we ask “Is this for a Contest, Festival or Conference,” please indicate **YES**.
  - When we ask for the name of the competition, please select **HIGH SCHOOL UIL** or **JUNIOR HIGH UIL**. The two levels are invoiced differently, so specifying is important so that we give you the appropriate paperwork.
  - When we ask “Is cutting required,” please indicate **YES** and clarify what you will be cutting and why. Please be as specific as possible, listing exact scenes, substitutions, and page numbers. Vague requests like “cut for time” or “curse words” will require clarification and may delay processing. This is also the place you should inform us if you want to make any adaptations or internal cuts to the script. Please be advised we must approve any changes or adaptations to your desired play with the author, even if the title is on the UIL Approved List.

### **STEP 3:**

Once you have filled out the application, please submit it and your licensing representative will process it as quickly as possible. Generally, you should expect to receive an update within two business days. Your licensing representative will be in touch with any questions about your application.

## **UIL FAQ**

### **WHEN SHOULD I APPLY?**

In order to ensure a timely response, please submit your application several months early (ideally the summer or early fall). If you wait until after UIL’s registration deadlines, we cannot make any guarantees that your request will be approved or will be processed in time for the competition.

### **WHAT IS THE UIL BLANKET FEE?**

The blanket fee is a unique system Samuel French developed with UIL to make licensing paperwork easier for both teachers and for Samuel French. The terms of the blanket fee can be found in your proposed licensing agreement and on our online FAQ. Note that the blanket fee only applies to high school UIL.

The blanket fee was built to ensure that teachers only need to submit a license request once and only need to pay one invoice for the competition. It saves teachers and schools both time and money.

### **WHY CAN'T I USE A PURCHASE ORDER TO PAY FOR MY AGREEMENT?**

A purchase order is, by definition, a promise to pay. Therefore, a purchase order does not constitute a payment because we cannot execute a contract based on an IOU. Each school district has a different system for purchase orders and payment, so please communicate with both your business office and with your licensing representative to determine the best way to pay your agreement.

Regardless of your school’s payment process, payment for your licensing fees is due before any advertising, auditions, casting, rehearsals, or performances may begin. If payment is not received by two weeks before your first performance date, your proposed license agreement will be cancelled.

### **I NEED PROOF OF PAYMENT. CAN I GET THAT FROM YOU?**

Per the UIL Handbook, proof of payment must come from your school or school district. Please refer to pages 14 through 15 of the current UIL handbook, which can be found on UIL's website.

### **DOES IT MATTER IF I SAY I'M CUTTING THE SHOW VERSUS DOING A SCENES-FROM?**

Yes. Cutting could mean many things, while a scenes-from is specific. A scenes-from means you are performing an excerpt from the show *without any internal cuts or re-ordering any of the scenes*. A cutting could mean you are parsing down the show to fit competition guidelines. If you wish to make additional changes or "internal cuts" to a script, then you need to outline your proposed changes within the application. For example, perhaps you need to make cuts to strong language, or you need to cut specific references to alcohol or smoking. In the part of the application where we ask you to confirm the length and requirements of your cutting, please be as specific as possible. You should also use this space to note if you need to make any changes to casting, such as cross gender casting, expanding a chorus, or making offstage voices onstage characters.

If you wish to cut several lines and scenes throughout a play in order to condense the story, that is considered an adaptation and must be approved by the author or their estate. These sorts of cuts are harder to obtain approval for, so we strongly recommend having a back-up plan.

### **I REQUESTED PERMISSION TO DO A SCENES FROM ON MY APPLICATION, BUT I DON'T SEE APPROVAL IN MY AGREEMENT. WHERE IS MY CUTTING APPROVAL?**

#### **HIGH SCHOOL UIL:**

If you requested permission to cut for time, that approval is already in your UIL specific agreement. You can find that approval in Paragraph 9 in your terms and conditions. If you requested permission to cut or change other aspects of the show such as cutting language or adding characters, and the author approved those changes, your approval will be on the bottom of the second page of your agreement.

#### **JUNIOR HIGH UIL:**

If you requested permission to make any cuts or changes on your application, and the author approved those changes, your approval will be on the bottom of the second page of your agreement.

### **I JUST REALIZED I MAY WANT TO MAKE CHANGES TO THE SCRIPT THAT I DID NOT ORIGINALLY REQUEST IN MY APPLICATION. HOW TO I OBTAIN APPROVAL FOR THOSE CHANGES?**

Email your licensing representative your license request number and the changes you wish to make. Please be as specific as possible about those changes. Once your representative receives those changes, they will contact the author or the agent and see if those changes can be approved.

## **WHAT IF I HAVE QUESTIONS?**

*Email your  
licensing representatives!*

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