

Hello directors,

This email contains all the information you need in order to have an enjoyable, smooth, and rewarding day on Saturday at our festival. Please read carefully.

* Arrive at least 45 minutes prior to performance time, unload your bus (if you play later in the day, please arrive early to check out the concerts and clinics)

NOTE – because of school construction, all visiting bands will enter and then check in at the MAIN ENTRANCE on Winnetka Ave. This is different than previous years. Please consult the map.

* Check in, receive your evening concert tickets, go to homeroom

* Go to warm-up room at designated time

* Performance/Clinic (know who your clinician is and make sure your students know, too. Information can be found here: <http://ntjazz.com/festival/nt-jazz-festival-2016/clinicians>)

* If your students are performing in a combo, be mindful of the fact that each group gets 25 minutes for their performance and clinic. Leave plenty of time for Jon Irabagon to work with your students!

* Please encourage your students to be checking out clinics, participating in the reading bands, and attending concerts when they are not performing. I know the day can get long, but it drives me nuts to see students playing cards in their homeroom when a great clinic about improvisation is taking place.

* All students must attend the 3pm master class. Please do not bring instruments. CHRIS POTTER!

* All available students should attend **The John Wojciechowski Quartet** performance at **Noon** in the Gaffney Auditorium. This is a particularly great opportunity to inspire your trombonists!

* All available students should attend the Jazz Director's Big Band performance at 2:45 in the Gaffney Auditorium.

* Everyone must listen to the **Northern Illinois University Jazz Orchestra with guest artist Derrick Gardner, trumpet** at **4:00pm** in the Gaffney Auditorium.

* Everyone must leave at 5:00 for dinner. Make sure you pick up your check-out folder before you leave for dinner. Please see the attached maps and lists to plan your dinner. We do not and cannot provide dinner at the school.

* All school performances will be uploaded to the ntjazz.com media page within a week of the festival. I will send everyone a link when the videos are ready. Bands will not receive DVDs this year. Your clinician's verbal comments will be emailed to you.

* Doors open at 7:00 for the evening concert. Please try to arrive as close to 7:00 as possible, as it will take a while to get 1500 people into the auditorium. Earlier than 7:00 isn't great because our auditorium lobby is not big.

* The evening concert will be over at 10:00pm, so please let your driver know that you can be picked up at 10:05/10:10. Again, please make sure they use the drop-off map. Exchange phone numbers with your driver.

EQUIPMENT (Please read this section carefully. It is very difficult or impossible for us to find equipment at the last minute for directors who don't read this section.)

- a. **You must provide your own drums and amps if you do NOT play on the main stage.**
- b. Acoustic pianos will be provided in every performance/clinic room with the exception of the combo room (we will have a keyboard and speaker in this room).
- c. Vibes and a sound system (for vocalists only) will be provided for bands NOT performing on the main stage only if you requested vibes or a sound system on the **Breakfast, Lunch, and Setup Form**
- d. The only location with a sound system for instruments is the Main Stage.
- e. No equipment other than chairs/stands will be provided in the warm-up rooms.
- f. If you play ON THE MAIN STAGE, you MUST use the drums and amps WE PROVIDE. We will also provide drums/amps in your clinic room for those bands. You may bring your own cymbals, but this is not necessary and is easier for everyone if you don't.
- g. Conga drums/bongos/timbales will be provided only if you are on the main stage. EVERYONE must provide your own hand (Latin) percussion instruments. (Cow bells, maracas, go-go bells, shakers, etc.)
- h. The combo room will have a drum set, bass amp, keyboard, and guitar amp. **You do not need this bring your equipment up to the combo room.**
- i. You do not need to bring scores for your clinicians, although you may if you wish

Attached is a document that includes the following (please print)
also available here:

http://ntjazz.com/Jazz_Festival/2016/NTJazzFest2016_BusParkingDinnerPacket_V2.pdf

- **Director and Bus Driver Instructions** - please review and show to your bus driver.
- **Drop-off and Pick-up Map** - Traffic around our school is not easy, so buses must approach the school from the prescribed direction. Please make sure your driver sees this and that you have a plan for meeting up with your driver upon your departure.
- **Parking Map for Buses** - all buses must park in our Northfield campus parking lot. The D building of that campus will be open for drivers (bathrooms, warmth, etc.) If your driver is attending the evening concert, please let me know and we will assign a different parking place.
- **Jazz Fest Local Restaurants** - a list of restaurants within a 30 minute drive of our school
- **Jazz Fest Dinner Map** - a map of all the restaurants listed in the above document. Please double check with mapping software before heading out.
- **PLEASE NOTE THAT BUS DROP-OFF IS DIFFERENT THIS YEAR DUE TO CONSTRUCTION!**

The school performance schedule is posted. Please familiarize your students with the clinician they will be working with. See the schedule here:

http://ntjazz.com/Jazz_Festival/2015/SCHOOL_PERFORMANCE_SCHEDULE_2015_FINAL.pdf

The day's general schedule is here:

http://ntjazz.com/Jazz_Festival/2015/NTJazzFestGeneralSchedule2015FINAL.pdf

No need to print schedules - we will have copies for every student and director.

Students will need cash for breakfast and lunch. We will also have a music merchant selling reeds, mouthpieces, and method books, and many of our clinicians and artists will be selling their CDs. The breakfast and lunch menu is here:

http://ntjazz.com/Jazz_Festival/2016/Menu_JAZZ_CAFE.pdf

Director's Big Band members should meet in M180 at 2:30. We take the stage at 2:45. Look at your parts, but don't stress. We're there to have fun.

<http://ntjazz.com/festival/nt-jazz-festival-2015/directors-big-band!>

Final Thoughts

Please supervise your students. Our school's administration lets us run this festival because we haven't had any significant problems (they didn't hear about the pool incident a few years ago). Let's keep it that way.

Please talk to your students about concert etiquette. We do not allow texting in our auditorium, and we encourage you to take away phones if they are being used for texting during a concert. No food in the auditorium! Please make sure your students are not bringing food in with them for the evening concert.

Our New Trier students are running the show on Saturday. If something comes up that they can't resolve, they will contact me. Please give them the benefit of the doubt.

Thank you for taking a Saturday out of your lives to bring your students to our festival. We're all working very hard to ensure that you and your students have a great experience.

See you Saturday.

Nic Meyer

cell: [773-450-6730](tel:773-450-6730)