

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.

We're very excited to welcome you into our new facility. No doubt about it, we have beautiful spaces that are awkwardly nice for a high school. I encourage you to leave time to find your way around and orient your students. We're putting lots of energy into having ample signage, and our visitor's map represents our very best attempt to show the place on one piece of paper. If you need something, please ask!

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

- **Director and Bus Driver Instructions** - please review and show to your bus driver. Exchange phone numbers with your 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.
- **Visitor Map of school (we'll have copies at check-in for your students)**
- **General Schedule (we'll have copies at check-in for your students)**
- **School Performance Schedule (we'll have copies at check-in for your students)**
- **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 WITH THE NEW FACILITY. PLEASE REVIEW THIS MAP AND ENSURE YOUR DRIVE ADHERES TO THE ROUTS ON YUR MAP.**

#### **NEW THIS YEAR**

- Midwest Young Artists Conservatory Jazz Faculty will be hosting a **Student Jam Session** from 10:15 – 11:45 in room W301. They've chosen several appropriate tunes to focus on. Go to <http://ntjazz.com/festival/nt-jazz-festival-2018/jam-session> to print lead sheets and help your students prepare just a bit. If you don't have time, no worries. This jam session will be supportive of all player and abilities. We'll have a drum set, amps, piano, and an upright bass.
- **Director Clinics!** For years I've wanted to do this, and now we finally have the space. Please see the general schedule for two clinics specifically for directors. Special thanks to Jim Barbick from Whitney Young Magnate High School and Kimberly Branch from Edison Middle School for sharing their thoughts and experiences.
- **For Illinois directors: Evidence of Completion for Professional Development** forms will be created for the day's clinics.

## 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. **We will be providing a drum set and hardware, guitar amp, and bass amp for every venue. Please bring your own cymbals. If you use more than two cymbal stands (not counting hi-hat) please bring additional stands.**
- b. Acoustic pianos will be provided in every performance/clinic 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](#). Vibes and sound system are part of the fixed Gaffney stage setup.
- d. The only location with a sound system for instruments is the Gaffney Auditorium.
- 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. 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. You do not need to bring scores for your clinicians, although you may if you wish

## GENERAL INFORMATION FOR THE DAY

- \* 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/2018/JAZZCAFE\\_Menu.pdf](http://ntjazz.com/Jazz_Festival/2018/JAZZCAFE_Menu.pdf)
- \* 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)
- \* Check in, receive your evening concert tickets, go to homeroom
- \* Go to warm-up room at designated time
- \* Performance/Clinic (familiarize yourself with your clinician and make sure your students know who they'll be working with, too. Information can be found here: <http://ntjazz.com/festival/nt-jazz-festival-2018/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.
- \* Please encourage your students to check out the clinics, participate the jazz session and 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 they could be participating.
- \* All students must attend the 3pm instrument master classes. Please consult the General Schedule for locations. Only guitarists should bring instruments to their master class.
- \* All available students should attend **The Marques Carroll Trumpet Summit** at Noon in the Gaffney Auditorium. They'll have CDs to sell as well.

\* Directors playing in the Director's Big Band – your parts have been assigned and are available at <http://ntjazz.com/festival/nt-jazz-festival-2018/directors-band-2018>

\* Everyone must listen to the **4pm University of Miami Frost Concert Jazz Band**.

\* If you have students staying for the Women in Jazz Dinner please have a plan for getting their instrument and other belongings onto the bus so they can be at the dinner at 5:00 in the Student Commons (cafeteria). We really want to start this program right at 5:00. Plan to meet your young women in the north entrance lobby no earlier than 7:00 when you return for the evening concert.

\* Everyone else must leave at 5:00 for dinner. Make sure you pick up your check-out folder **and return your homeroom key** 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. Make sure you use your assigned Departure Location and make sure your bus driver does the same.

### **EVENING CONCERT ITEMS**

\* Everyone attending the evening concert should enter the building through the North entrance (same place as morning arrival) **no earlier than 7:00** and make your way to the Gaffney Lobby area. The concert begins promptly at 7:30 PM.

\* The evening concert will be over at 10:00 PM, so please let your driver know that you can be picked up at 10:05/10:10. Make sure you use your assigned Departure Location and make sure your bus driver does the same.

### **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. The new building is, to be fair, pretty cool and maybe over-the-top for a high school. Please encourage your students to treat our facilities with respect so we can continue to host this festival.

Please talk to your students about concert etiquette. We do not allow cell phone use in our auditorium during concerts, and we encourage you to take away phones if they are being used 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)

Christina Codo - 847.602.1992 – call with urgent needs on Saturday

Valerie George – 773-294-9449 - call with urgent needs on Saturday