



35th Annual Frank Mantooth Jazz Festival at New Trier High School featuring Delfeayo Marsalis presents The Uptown Jazz Orchestra

Festival Timeline for Payments and Forms

As you can imagine, running this festival is a lot of work. Timely payment of fees and submission of ticket counts is crucial. Please make sure you have these dates in your calendar, and plan ahead to collect this information from your students. We expect high demand for school participation and for tickets to the evening concert featuring Delfeayo Marsalis presents The Uptown Jazz Orchestra. Directors who miss deadlines will jeopardize their students' participation.

You will receive an emailed invoice for participation fees, and a separate emailed invoice for evening concert tickets. Please submit these to your business office or booster group immediately to insure timely payment.

- **Friday, November 17th, 2017**

Participation Fees Due!

* \$275 - Bands performing in the Gaffney Auditorium (main stage)

* \$250 - Bands performing in all other performance locations

and on the same day...

- **Friday, November 17th, 2017**

Please complete the [Evening Concert Ticket Order Form](#). ***Please do not guess or estimate!*** This is extremely important, as tickets for the evening concert will go on sale to the public on Monday, November 13th, and this concert will likely sell out! Each band will receive one or two director's comp tickets.

Performing students, along with a reasonable number of chaperones, will receive "participant" (\$20) tickets.

All other students and adults can purchase full price (\$30) tickets.

Ticket Payment is not due until Monday, December 18th, 2017.

- **Monday, December 18th, 2017**

Deadline for evening concert ticket payments. This deadline is extremely important. Any tickets not paid for at this time will be sold. Please submit your ticket invoice for payment as soon as you receive it.

- **Monday, December 18th, 2017**

Last day for a school to withdraw and receive a refund of fees.

- **Friday, January 12th, 2018**

"**Breakfast, Lunch, and Setup**" form is due. This allows us to make an informed food order.

- **Friday, January 19th, 2018 - All Remaining Forms Due**

"**Music To Be Performed**" form due (online)

"**Soloist Form**" due (print, scan, and email)

"**Stage Plot**" due (print, scan, and email)

These forms will be available online at <http://www.ntjazz.com/festival>

Please mail all payments to:

Nic Meyer - Jazz Ensembles
New Trier High School
385 Winnetka Ave
Winnetka, IL 60093

Please make all checks payable to:

New Trier Jazz Festival

Please email all forms to:

meyern@nth.net