

2009 New Trier Jazz Festival/Frank Mantoath Jazz Festival
Traffic & Bus Loading - Very Important Details

Dear Band Director(s):

As you may have experienced in prior years with FORTY (or more) busses converging on a school in a residential area with no serious parking available, the traffic at Jazz Fest can sometimes be a challenge. This is especially a problem at the dinner hour when buses and cars are scrambling to pick-up students for dinner and return them before the evening concert.

However, the bus traffic moved very efficiently last year because of the preparation by you, the Band Directors, and your communication with your drivers. With your help, we hope to make it even smoother this year. Following the steps outlined below will help us insure the safe and efficient movement of traffic during Jazz Fest 2009.

1. **Many buses look alike.** Therefore, it is **ESSENTIAL** that you have **a sign showing the name of your school** taped onto the passenger window closest to the exit door of your bus. Please keep this simple. A hand written sign with black marker on letter size paper works perfectly. (Please write large enough so that your students can read the sign from a distance.) This makes identification of the buses much easier when students and traffic coordinators are trying to locate a specific bus at pick-up for dinner or at the end of the show.

2. **There are two parking locations for buses during the Jazz Fest. DO NOT PARK BUSES ON ANY STREET EVEN IF THERE IS SPACE.** Therefore, we **strongly recommend cell phone use between the band directors and the bus drivers** so you can **COMMUNICATE** as to **when and where to pick-up your students**. Please note that there are different instructions based on the parking location:

For buses parking at the **Indian Hill Train Station parking lot** on Green Bay Road, we strongly recommend that **the bus remains there** and that **the students walk the three short blocks to board your bus**. Your students can unload from the bus and return to New Trier in the same manner. This will greatly alleviate the traffic congestion at the music building entrance near the corner of Winnetka Rd. & Woodland Ave. at the start of the dinner hour and at the return to the school for the concert.

When picking up your equipment, we suggest following the instructions above for most of the students, while leaving a few students at the school to wait with the equipment (students are encouraged to carry small instruments with them to the bus). After the majority of your students board the bus at the Indian Hill Train Station, you will proceed to the school to pick up the balance of your equipment and the remaining students. Since it usually takes just a few minutes to load the equipment, this helps us to expedite the process and to keep traffic flowing smoothly. This procedure worked very well for everyone last year.

For buses parking at the **Elder Park parking lot** on Sheridan Road, we strongly recommend that **the driver does not leave** to pick-up students at the school for dinner **until he receives a call from the Band Director**. Once you have gathered all of your students together, you can call the driver and tell him that **you're waiting at the front of the school on Winnetka Rd.** – this is an ideal meeting/pick-up spot for buses coming from the Elder Park parking lot. We will restrict parking on the north side of the

street at the front of the school near the corner of Winnetka Rd. & Woodland Ave., providing buses with an opportunity to pull over and pick-up students at that location.

3. Obviously, **clear communication between the driver and the Band Director is essential** for efficient loading and unloading of students and equipment throughout the day. **If possible, please discuss the parking situation with your driver and agree on a parking location before you arrive at Jazz Fest in the morning.** This will eliminate any risk of confusion during the day. Otherwise, **please remember to exchange cell phone numbers with your driver***. He should then be able to give you a quick call when he has chosen a parking site and you will know whether you are walking to the train station parking lot or gathering at the front of the school and meeting him upon notification.

4. Please don't forget to communicate the relevant loading and unloading procedures to your students!

5. SPECIAL INSTRUCTIONS REGARDING CHARTER BUSES

In previous years, charter bus drivers have found it very difficult to navigate the narrow neighborhood streets north of the school. The situation this year is aggravated by the volume of snow, leaving very little room for large buses to negotiate the turn at Woodlawn Ave. and Elder Lane.

To solve this problem, **we ask that all charter buses approach the school from the east, along Winnetka Ave.**, stopping at the corner of Winnetka Ave. and Woodlawn Ave. to drop off the students and unload all of the equipment. **Do not turn onto Woodlawn Ave. Exit westbound, along Winnetka Ave.** Students will carry their equipment and enter the school at the Woodlawn Ave. entrance. These procedures are also detailed on the accompanying Driver's Instructions and Map.

A final safety note: In addition to our parent supported traffic detail, we will also have a Winnetka police officer at the busy corner of Winnetka Rd. and Woodland Ave. during the dinner hour, as well as before and after the evening concert. We've learned in previous years that an officer's presence will keep traffic moving smoothly and serve as a deterrent to cars and buses that overstay their welcome in the drop-off zone. The officer will be on full duty and will be issuing tickets, if necessary.

If you have any questions or concerns regarding traffic issues, please feel free to contact any of the following Traffic Coordinators:

Jeff Jeffers	847 778 1728
Kurt Kovacic	914 417 7368
J.R. Simpson	224 619 6441

****Please remember that performances will be ongoing throughout the day, so cell phone use may be a little tricky. Band Directors, please don't forget to turn off the ring and use only the vibrate feature, or arrange with the driver that you will call them after you have registered (this would give the driver enough time to have decided which site they have chosen).***