

February 4, 2012

Dear Fellow Jazz Educators:

We promise to do everything possible to make this an educational experience for you and your students. Please read the following items carefully and make sure that your students are informed about the schedule and events of the day.

BAND PERSONNEL/SEATING CHART Please fill out the enclosed sheet with all the information as requested. You may fax or send this back to me at your earliest convenience. The adjudicators appreciate typed seating charts. **Please place the full name of each soloist, correctly spelled, on the copies of the scores you present to the adjudicators.** Conductors of the bands are not to perform with the students.

SELECTIONS Fill out the composition information with the proper information. It is recommended that you perform at least 2 selections in contrasting styles. **Please provide scores for the judges.** Each performance area will have three (3) adjudicators.

SCHEDULE A copy of the performance schedule is enclosed. Please review it carefully. Please note that there are **15-minute warm-up slots** and **30-minute performance times**. Individual warm-ups may be done in the practice areas in the lower level practice rooms. **These practice rooms may not be used as school homerooms.**

PARKING We ask that you observe all regulations concerning no parking in fire lanes and other restricted areas. **Buses should park in the Elmen Center lot, just south of 33rd Street.** The loading dock to Humanities Building may be used, however please leave this area immediately after loading or unloading so others may have the same access.

EQUIPMENT Bring all of your own equipment including trap sets and electronic keyboards. We will provide music stands, pianos (tuned to A=440), chairs, and Musser vibes on request. **A four-voice sound system will also be available for programmatic issues. This sound system will be student run.**

ARRIVAL PROCEDURE **When you arrive please report to the Humanities Building Commons.** Here you will pick up your director's packets and the day's procedures. Also, any last minute details will be taken care of at this time. Please do not bring in equipment (unless it has supervision) until your warm-up time is approaching. **Please, no playing of instruments in the hallways.** When you have finished performing, please remove your equipment from the music building.

SET-UP The two performance areas are Kresge Recital Hall and the Instrumental Rehearsal Room. Please enter Kresge from the stage door (east door). Enter the band room from the south door. Please do not enter from any other doors. **Please be careful to not block hallways with cases or equipment.**

PERFORMANCE/ADJUDICATION The judges will be using the old IAJE adjudication blanks as a basis for their comments. Please remember that you only have 30 minutes for your session with the adjudicators.

MEALS Students and directors are on their own for meals. The college food service has been notified of additional people on campus

ANNOUNCEMENTS All festival information will be available at the information table in the humanities commons area.

Thank you very much for your interest in the Jazz On The Upper Great Plains Festival.

I hope you have a great day. If you have any questions, please contact me at 605-274-5458

Paul R. Schilf, Ph.D.
Festival Director