



CHECK IN – There will be a check in booth outside the auditorium. Pick up directors packet that includes your wristbands and name tag. This is also where you can purchase extra tickets for spectators. **Please fill out the Excel or PDF Form with personnel and set list by March 25 and email it to Stewart Rosen.**

FEES – Fees are \$225 per big band and \$185 per combo. Please make checks out to “**Friends of Reed**”. Memo line should say “<your school name> **Jazz Festival**”. Please mail checks to **4525 Irvine Ave. North Hollywood, CA 91602**. 50 dollars will be counted as a deposit. Deposits only returned if cancelled by Feb 22, 2019. If you need a printable application for your bookkeeper, please let me know

PARKING – Cars can use our gated faculty parking lot for this event. Busses can park outside the perimeter of the school where available.

EQUIPMENT PROVIDED – All equipment is high quality and will suit your group well. Warmup room will not have more than a few music stands, but clinic room and stage will have good equipment.

- Piano – The grand piano on stage will be tuned prior to the event. If you need to use a synthesizer, please request to use ours or feel free to bring your own. Clinic room will have a synthesizer.
- 5-Piece drum set, includes 2 cymbal stands, hi-hat w/clutch, and snare drum
- Bass amp
- Guitar amp
- Vibraphone
- Music Stands for stage and clinic room
- Plenty of solo mics

EQUIPMENT NOT PROVIDED

- AUX PERCUSSION
- CYMBALS (including hi-hats)
- EXTRA CYMBAL STANDS (please bring your own if you need more than 2 (You may use your own bass drum pedal, snare, and hi hat stand if you like)

TIME LIMITS –You will have 25 minutes to set up and perform. You must begin vacating the stage at the 25 minute mark and must be completely off at the 30 minute mark. This gives time to set the stage for the next group, and gives time for the judges to finalize commentary, written comments, breathe, etc. in between performances. Please program accordingly.

PERFORMANCE INFO – Feel free to speak to the audience and announce pieces from the stage. There is no need to wait for the judges to ok the next piece, you control the flow of your set.

JUDGE COMMENTARY/COMPLETED SHEETS – You will receive completed judges comments at the conclusion of the event. The judges commentary will be digital, and will be provided via dropbox following the event. Any sheets not picked up will be scanned and emailed to you after the event.

FEEDBACK CLINICS – We are so lucky to have some of the top names in music education providing clinics for the participating students in this event. After your performance, you will exit through the side door where you will be led to the clinic room. The clinician will have heard your performance. After the clinic, you are encouraged to stay and watch the other bands, buy food, and watch the Herbie Hancock Institute Band performance.

ADMISSION – \$10.00 for adults, \$5 for students and children

FOOD – There will be food available for purchase at the event. There is no need to bring a sack lunch or dinner unless you have significant dietary restrictions.

GUEST PERFORMANCE – We are so happy and thrilled to have UCLA's Herbie Hancock (formerly Thelonious Monk) Institute Jazz Combo perform at this event before the awards. This Masters program is tuition free, and they are taught by some of the greatest artists in jazz. They only accept one person per instrument per year, so the caliber of musicianship is at an international level.

AWARDS – There will be plaques given to all groups that acknowledge their rating. There will also be certificates for outstanding soloists. Awards will be presented after the Hancock Combo performance.