

Highland/ASU Jazz Festival

April 12-14, 2018

Director's Packet & Festival Information



HIGHLAND
ASU
JAZZ
FESTIVAL

Highland/ASU Jazz Festival
4301 East Guadalupe Road
Gilbert, AZ 85234-7601
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FOR MORE INFORMATION, PLEASE VISIT:
www.highlandjazz.com

Directors,

Welcome to the Highland/ASU Jazz festival. Within this letter, you will find information that you will need to help make your day go smoothly and your group(s) perform successfully. If you have any additional questions after you read through this letter or if you need to make changes to your original registration information, please do not hesitate to contact me. **Please note that your registration will not be considered complete and you will not receive your final packet until all group registration fees are paid in full.**

What We Need From You:

We are going to need the following items when you check in the day of your performance.

- HAJF Announcer Form
- HAJF Performance Program (6 Copies Needed for the Clinicians)
- HAJF Setup Diagram

What You Need To Bring With You:

- Director scores are **optional** and not required
- Any personal drum set equipment/cymbals that you are going to use
- Sticks, Mallets for vibraphone and/or any Latin percussion instruments
- Electric keyboard or synthesizer if needed
- Patch cables for your guitar and bass players

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What Is Going To Be In The Warm-Up Room:

- Warm-Up will be in our Ensemble Room
- Plenty of chairs and stands
- Bass Amp
- Guitar Amp
- Upright Piano
- Drum Set w/cymbals

What Is Going To Be On Stage:

- Full rhythm section
 - Drum Set w/cymbals
 - Bass Amp (Fender 400 Pro Head & Cabinet)
 - Guitar Amp (Fender Frontman 212R)
 - Grand Piano
 - Vibraphone (if needed)
- Four monitors
- Two solo microphones for each section (Saxes, Trombones, Trumpets)
- Front solo microphone
- Short riser for the trombones
- Tall riser for the trumpets
- Full sound shell
- And of course, enough chairs and stands with extras if needed.

What Is Going To Be In The Clinic Room:

- The clinic room will be in the Band Room
- Full rhythm section
 - Drum Set w/cymbals
 - Bass Amp
 - Guitar Amp
 - Upright Piano
 - Vibraphone
- Plenty of chairs and stands

Student Unloading:

Please turn into the school at the light on the west side of the campus. Please proceed south past the auditorium and enter the student parking lot. You will be able to unload your buses on the south side of the auditorium and proceed to the registration table in the Registration Tent. Please remember there is no place for you to store your instruments. You will need to keep your equipment with you the whole time you are on campus. Please be respectful when moving equipment to and from each of the rooms and help each other out.

Bus Parking:

Your buses will be parking on the far south side of the student parking lot; our security guards will direct your drivers on Friday. On Saturday, your buses may park anywhere in the student lot there is room.

Welcome/Check In:

The registration tent will be just outside the south side of the auditorium. Please bring any materials you wish to give the judges and your setup, program information, and announcer sheets. From there you will be assisted and directed to the proper location. You will also get information of any changes that may have occurred.

Warm Up:

The warm up room will be in the Ensemble Room on the south east side of the building. When you enter the lobby from the south, you will proceed out the east side of the lobby and immediately go into the north doors of building. The Ensemble Room will be the second room on the right side. Please make sure you are efficient in getting to the school on time, so you will be able to utilize your full warm up time. Please keep in mind; you have 20 minutes to warm up. It will take you about 5 minutes to check in and setup. You will need to leave 5 minutes early to get to the stage in a timely manner and to prepare the warm up room for the next group. Please plan your warm up accordingly so you do not go over on your time.

Performance:

The Highland High School Auditorium is a short walk from the Ensemble Room. Cases can be placed off the main stage behind the shell. We will do our best to get the stage setup per your diagram, but please feel free to ask for more chairs and stands from our stage hands, they are more than willing to help. If you need help with solo microphone placement, please let one of the stage hands know. Once you are ready to perform, please let the announcer know so he/she can introduce your group. When you are finished with your performance, your host will direct your group out of the back of the auditorium and proceed to the Band Room for your clinic.

**You have 30 total minutes to setup; play your program and move off the stage.
Please be respectful to all groups participating.**

No gum, food, or drink (except bottled water) is allowed in the auditorium.

Clinic:

When it is time for your clinic, please feel free to come into the Band Room and get setup. There will be enough chairs and stands for your group. Your band host will be able to get anything that may not be in the clinic room.

Picture Information:

We will have group pictures again this year! It will not take more than 30 minutes depending on the size of your group. Information will be collected and given out during your picture. A link will be sent to you for parents and students to place orders once the pictures are processed. After the picture, you are welcome to listen to more ensembles, attend the special guest clinics and master classes, or proceed back to the south side of the auditorium to load your bus.

Concessions:

We will have food and beverages available on site during the festival. There will be an assortment of food and snacks for you and your students to purchase. Pre-Order forms will be emailed out. If for some reason you did not receive the form or wish to pre-order lunch or dinner, please contact Dorean White at highlandbandsecretary@gmail.com.

Director's Hospitality:

We will have snacks and beverages available on site during the festival for the directors. Please visit the concession and let them know you are a director (directors only-no parents/chaperones). We will have an assortment of items available for you to eat or drink while you are here. Due to artist/clinician requests, no directors will be allowed in the green room. It has been difficult especially for the clinician to talk freely while deciding ratings and awards for groups while directors have been in there. Thank you for your understanding.

Student Loading:

Your buses will be able to load on the south side of the auditorium. Please communicate with your driver(s) to let them know when they need to come pick you up as they will be parked on the far south side of the student parking lot.

Directors Packets:

Packets will be available at registration once all the information from your group's performance is collected and recorded. **Please be patient** especially if you are a morning group. We will be as efficient as possible, but sometimes the judges need extra time to complete their comments. Please make sure your registration fees have been paid. You will not be allowed to pick up your materials until your registration fees have been paid.

Placement Awards & Judge's Most Outstanding Award Performance:

Groups that are interested in competing for the Most Outstanding Award Performance will need to be available Saturday after the final festival performance. Make sure to notate on the Performance Program if you wish not to be considered for the Most Outstanding Award. The judges will come to a consensus and the director will be notified as soon as possible. That group will then need to setup in the warm-up room and prepare to perform at the opening of the concert Saturday night. At the start of Saturday's concert, the top three places in the High School and Junior High/Middle School divisions will be announced. Following that will be the performance of the Judge's Most Outstanding Winner, which will lead into the performance of Walter Smith III and the ASU Concert Jazz Band.

The evening concerts are the most educational aspect of the festival. Listening to jazz is the most important learning tool when it comes to leaning the style. If you are not planning on attending the concerts, I hope you will reconsider adding that part to your festival experience.

Groups that placed in the top three but are not attending the concert Saturday night; the director will be notified and your award plaque can be picked up or we can mail it to your school.

Attending Clinics/Master Classes or Listening to Groups:

You are encouraged to attend any of the master classes or go and listen to other groups at the festival. Please be respectful to the judges and the groups on stage when entering or exiting the auditorium and while listening to the performances. Proper concert etiquette must be followed. You can place large instruments in the lobby or the back of the auditorium. Do not block any doors or main walkways please. All other instruments will need to be kept with your students while they sit and listen to other performances. **No gum, food, or drink (except bottled water) is allowed in the auditorium.**

Guest Artist Rehearsals:

These will be closed rehearsals to allow the guest artist full ability to express what needs to be done and said in rehearsal. No exceptions will be made, thank you for your understanding.

Restrooms:

Restroom are in the lobby of the auditorium and on the north side of the building as you transition from the stage to the clinic room.

If you have any additional questions, please do not hesitate to ask. You can reach me at the information given below. I look forward to having you participate in the jazz festival and I hope your groups have a wonderful experience.

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