

Big Band / Combo Performance Preparation Checklist

(Please complete BEFORE coming to the festival!)

- Go to www.uncjazzfest.com
- Select "Information for Participants" on the left of the page.
- Click on the link titled "2012 School Performance Schedule" and check your time(s). You will be notified if your time(s) changes, but please re-check this schedule the week of the festival to confirm your time(s).
- Click on the link titled "Instrumental Adjudication Form", download the form, and print **two (2)** copies for each Big Band or large jazz ensemble performing and **one (1)** copy for each combo performing.
- Make sure to complete pages 1 & 3 on these forms, and bring these forms with you to the festival.
- Click on the link titled "Big Band Standard Set-up Configuration" and/or "Jazz Combo & Vocal Soloist Set-up Configuration" to download the appropriate diagram(s). Combos performing in Hensel Phelps, Room 101, or the Senior Center should refer to the "Big Band Standard Set-up Configuration" for rhythm section set. Please note that all groups must use the standard stage set-up.
- Click on the link titled "Bus Parking", download, and print. Drop off your students at the Union Colony Civic Center, the Plaza Hotel and Clarion Hotel (Stetson's inside) on the day of your performance(s), and direct your bus driver to park at the indicated location.
- Complete the included photography "Prepaid Discount Group Order Form", and return at the festival if interested in pre-ordering group photos from Tri-Star Event Photo at a discount.
- Please refer to the UNC/Greeley Jazz Festival website for more valuable information, including the 2012 Educational Workshop Schedule, a map to the Union Colony Civic Center, information on local hotels and restaurants, and information on purchasing tickets for evening concerts.

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Big Band / Combo Order of Events

1. Drop off students at appropriate venue:
 - a. Union Colony Civic Center
Monfort Hall, Hensel Phelps Theater, Room 101, Senior Center, Gym
701 10th Avenue, Greeley, CO 80631
 - b. Stetson's inside the Clarion Hotel (combos only)
817 8th Avenue
Greeley, CO 80631
 - c. Clarion Hotel
Plaza Ballroom
701 8th Street, Greeley, CO 80631
2. Park Bus: 14th Avenue and 'A' Street (see map on www.uncjazzfest.com)
3. Check-in at the appropriate Registration Desk:
 - a. Union Colony Civic Center: Main Desk in Lobby
4. Give your completed **Performance Selections/Adjudication form(s)** (available on www.uncjazzfest.com) to the staff at the Registration Desk.
 - a. Please complete the applicable sections of this form before your arrival at the venue.
 - b. Please complete 2 forms for each big band performing.
 - c. Please complete 1 form for each combo performing.
5. Take group to warm-up room (available 30 minutes before performance time).
 - a. Check the 2012 School Performance Schedule for your warm-up location.
 - b. The staff at the registration desk will direct you to the appropriate room.
 - c. The **Classroom** and **Conservatory** warm-up rooms are located in the Senior Center. Please follow the signage posted (walking to the right as you enter the Senior Center).
6. A guide will meet you in the warm-up room and lead you to your performance.
7. Perform!
8. Individual Group Clinic:
 - a. Big Bands (except as noted below) will follow their guide to a separate clinic room immediately following their performance.
 - b. Combos will have a clinic in the same venue after their performance in the remaining allotted performance time.
 - c. Groups performing in Monfort Hall on Saturday will not receive a clinic.
9. Follow guide to photography area.
 - a. **Please have every group photographed.**
 - b. Each primary director receives a **free** copy of his/her group's photo with **no obligation**; this process directly supports the educational activities of the festival!
10. Pick up adjudication materials from the venue Registration Desk at the Union Colony Civic Center.

Other Tips for Your Day(s) at the UNC/Greeley Jazz Festival

1. **Double-check your performance time(s).**

A full performance schedule is available at www.uncjazzfest.com.

3. **Prepare for your performance.**

Allow enough time for set-up, teardown, and applause so that the total time on stage does not exceed 30 minutes. Remember that combos may use some of that time for an on-stage clinic. **Scores are not necessary.**

4. **Encourage your students to attend the Educational Workshops.**

We take great pride in the quality and diversity of our clinicians and educational workshop topics and feel that they are an important aspect of the educational component of the festival. An Educational Workshop schedule is available on www.uncjazzfest.com.

5. **Help us keep things moving smoothly and safely.**

Please follow the route your guide will set from the warm-up room to the performance site, then to the clinic room (if applicable), and then to the photography area.

6. **Park your bus in the bus parking area.**

Busses will be ticketed if parked on streets or in lots near the Festival site. A map to the bus parking area can be found on www.uncjazzfest.com.

7. **Keep in mind what equipment is provided.**

There will be **25 music stands** in each performance venue except the Kress Cinema & Lounge and the Gym at the Recreation Center; these venues will have **10 music stands**. If your group needs more stands, please bring additional wire stands.

Each performance site will have a piano; drum set/cymbals; vibes; bass, guitar, and keyboard amps; and a keyboard stand. **Keyboards and auxiliary percussion will not be provided.** To help keep things running smoothly, we ask that you use the equipment provided. Drummers may use their own cymbals.

8. **Remember that the staff is here to help you.**

Please let your guides and the venue manager know about any changes to your set-ups or any other special needs you have. Also, the **professional sound engineers** are there to help ensure a wonderful performance. If you need something from them, please let them know-before or during your performance.

9. **Video**

The UNC/Greeley Jazz Festival will not be video recording group performances this year. If video is desired, please feel free bring your own video recording equipment.

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10. Please keep your students from using unauthorized facilities at the Recreation Center.

The Greeley Recreation Center will be open to its normal clients while the festival is in operation. Please keep your students in UNC/Greeley Jazz Festival areas at all times.

11. Cancellations.

If, due to weather or other emergency, you must cancel your appearance, please call 970-351-2394 (as soon as possible before the festival) or 970-302-3615 (during the festival from 8am-4pm only).

13. Please feel free to contact us if you have any questions!

Please contact the Managing Producer, Austin Day, by phone at 970-351-2394 or through email at jazzfest@unco.edu prior to the festival. During the festival, please contact the main festival phone line at 970-302-3615 (8am -4pm only).

