

LOYOLA JAZZ ENSEMBLE FESTIVAL 2020

Event Procedures

1. **Deadline date – February 22nd!** Complete programs are printed for L.U.J.E.F. **Applications and fee must be received before a group can be scheduled prior to this deadline.** The Festival dates are March 6-7, 2020.
2. Loyola can only guarantee a maximum of **three slots per school** to give more schools the opportunity to perform at our festival. If you have more groups you wish to have scheduled, indicate this in your registration. If there is room in the schedule after the deadline date has passed, directors will be contacted and the extra groups scheduled.
3. Please register on the second floor of the Louis J. Roussel Performance Hall before your performance. Admission to the Saturday concert will be with the passes you and your students, who participate, will receive. This includes chaperones.
4. Each **big band** will be allowed **25 minutes on stage, including on and off time.** Each **combo** will also be allowed **25 minutes.** Please make sure you adhere to this request so we can keep the festival on time.
5. A grand piano, bass amplifier, guitar amplifier, and drum set will be provided in the warm-up and clinic rooms. **Bring your own cymbals and clutch.**

In the Performance Hall, **a grand piano, drum set, bass amp, guitar amp and keyboard amp** (if needed) will be provided. Please assign someone to watch your personal equipment at all times. Loyola cannot provide this service, and **WILL NOT BE RESPONSIBLE UNDER ANY CIRCUMSTANCES FOR LOST OR STOLEN EQUIPMENT.**
6. Concert style stands; risers and a P.A. system will be supplied by the Loyola.

Use of stand fronts will not be allowed. Please have someone to help the Loyola crew set up your band.
7. The judges will make recorded and written comments.
8. All groups will receive a clinic immediately after their performance. The clinic will take place in Room 240 (Band Room). **One of your performance judges will also be the clinician for your band. Please bring your own cymbals and hi-hat clutch to the clinic room.** There is no sight-reading component.
9. **Outstanding Musician Awards** will be given to exceptional student soloists, arrangers and composers, section leaders, doublers, and vocalists. **Please accurately fill out the personnel sheets,** which will be sent with the final email, to aid the judges in the selection of these awards.
10. **AWARDS: Plaques** will be awarded for **Superior** (straight I's) in performance. Scholarships to the Loyola Summer Jazz Camp will also be awarded to outstanding musicians.
11. A downloadable MP3 recording will be made of all performances. Cost for the production of that is included in the fee.
12. Only bus/van parking is available on Calhoun Street and St. Charles Ave. next to the Communications/Music Complex. Allow ample time to find parking spaces for other vehicles on the street. Most of the adjacent residential areas have **2 hour-limits,** and ticketing is routine. **BEWARE!**
13. Parking for cars will be allowed in the Loyola Parking garage on West Road on **Friday, after 4:00 p.m., and all-day Saturday.** Observe parking regulations on and off campus!
14. The Loyola College of Music Room 237 is available for band **warm- ups 25 minutes before** your performance time. This will be strictly adhered to.
15. There is to be no Eating or Drinking in the Concert Hall, Band Room, or Recording Studio. **Smoking is not allowed on the Loyola Campus.** This is a University rule and cannot be violated.
16. Please try to perform at least three contrasting styles with your ensemble.
17. The judges need **at least one (1) score** for each big band selection. (3 preferred)

Lead sheets or scores for Combo arrangements are also helpful.