

Highland/ASU Jazz Festival

March 27-28, 2024

Director's Packet & Festival Information



HIGHLAND
ASU
JAZZ
FESTIVAL

Highland/ASU Jazz Festival
4301 East Guadalupe Road
Gilbert, AZ 85234-7601
480-813-0051

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

HIGHLAND ASU JAZZ FESTIVAL

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 & Guitar Amp
 - Grand Piano
 - Vibraphone
- Two solo microphones for each section (Saxes, Trombones, Trumpets)
- Risers for the trombones & trumpets
- 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 Thursday & Friday. On Saturday, your buses may park anywhere in the student lot there is room.

Welcome/Check In:

The registration table 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 warmup room will be in the Ensemble Room on the southeast 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 warmup room for the next group. Please plan your warmup 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 stagehands, they are more than willing to help. If you need help with solo microphone placement, please let one of the stagehands know. Once you are ready to perform, please let the announcer know so they 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.

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. Please contact us if you wish to plan ahead for your students eating lunch or dinner on campus. We have meals available that include burgers, hot dogs, pizza, and combo items.

Director's Hospitality:

Please visit our concession stand for a free director meal while you are on campus. 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:

There will not be a Most Outstanding Award or performance this year due to the logistics of the weekday festival. Placements will be announced by email at the completion of the festival and award plaques will be mailed out to those schools the following week.

Attending Clinics/Master Classes & Afternoon Concerts:

If you have signed up to participate in the afternoon concerts and masterclasses. We will have concert tickets and master class tickets for you to attend those events when you check in.

Listening to other groups:

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. 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.**

Restrooms:

Restrooms 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 your group participate in the jazz festival and I hope you have a wonderful experience.

Kevin Bennett
Director of Bands
Highland High School
Email – kevin.bennett@gilbertschools.net
Cell – 480-216-3110

Jenn Bock
Band Director
Highland High School
Email – jenn.bock@gilbertschools.net
Cell- 480-440-4241