

**Beavercreek Weekend of Jazz 2011  
Director's Guide**



**Beavercreek Music Parents Association  
Presents  
WEEKEND OF JAZZ 2011  
March 4 & 5**



Dear Jazz Band Director

On behalf of the staff, students, band parents, and administration of Beavercreek High School, we would like to welcome you to the Weekend of Jazz 2011. This is our eleventh year hosting this annual event, so while you are reading this, please mark your planning calendar for the Weekend of Jazz 2012 – March 2 & 3, 2012 !!

Please take a few minutes to carefully read the information provided in this packet, which should answer most of your questions. However please do not hesitate to contact us if you have any questions or concerns not addressed in this packet.

### **SCHEDULE**

Please take special note of the enclosed schedule. While it is tentative at this point, the final schedule will not be much different. The final schedule will be e-mailed the week of March 1. Please pay special attention to the check-in time for your band. Due to the number of bands performing, clinics planned, and the professional performance Saturday evening, we need to stay on schedule to ensure a quality Weekend of Jazz. When you arrive, please take note of your warm-up times and the time built into your schedule to move your group to and from the practice areas. We will provide an escort for each band to help you move between locations.

### **PERFORMANCE PROCEDURES**

The performances are non-competitive and free form to give you an opportunity to showcase your jazz band at its best. However, your band will be evaluated and provided feedback from a panel of jazz professionals. On the campus of Beavercreek High School, all the rules and regulations of the Beavercreek City Schools will be enforced including those regarding parking in unauthorized areas. Additionally, the campus of Beavercreek High School is designated a non-smoking area. Please comply with these policies.

### **MASTERS CLASSES**

Master instrument classes will be available for students and other musicians to attend free of charge. These classes will be presented by professional artists many of whom are also jazz educators. Please refer to the Masters Class schedule. The timing allows all performing students an opportunity to attend a master session.

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### **PARKING**

Spectator parking is ample on the campus of Beavercreek High School; however, we ask spectators to comply with designated spectator parking areas to help avoid congestion in the bus/truck parking area.

Busses and equipment vehicles only (based on the number of vehicles submitted on your application) will park in the north lots as shown on the BHS Campus Map. Band parents will assist you with this process. Since parking could get tight, we request your cooperation with this process. Reserved or special parking is not available and all bus/truck parking will be assigned when your band arrives.

### **CHECK-IN**

Upon arrival, as your band unloads their busses and trucks, you must check in your band at the Director's Check-In area located just inside the Beavercreek HS Building Field House (see BHS Campus Map). At the Director's Check-In you will be given a packet of information about the day's activities, maps and schedules. You will also be met and assisted by a band escort. This individual will be your liaison for the day and will be able to answer your questions.

### **ADMISSION TICKETS**

In our efforts to increase audience size for Saturday's High School Jazz day, we have eliminated the admission fee. All Saturday daytime performances are free and open to the public. We started this for WOJ 2006 and were successful in bringing more people to enjoy the wonderful jazz music of our students. Please disseminate this information and encourage your band members' families, friends, and fellow students to attend.

### **BUS & TRUCK SECURITY**

Please assign a bus driver or other responsible adult to watch over your busses and equipment during your stay. We cannot provide security for each participating school.

### **RESTROOM FACILITIES**

Public restrooms are located near the warm-up area inside the lobby of the Field House (these are for participating band use only), and in the Commons adjacent to the Auditorium (these are general public restrooms). Dressing room facilities are not available.

### **WARM-UP AREA**

Each band will be allotted twenty (20) minutes in the warm-up area. Please make sure your band is completely out of the area by the time your 20 minutes are over so the next band will be able to enter the warm-up area on time. Your escort will lead you to your assigned warm-up area and help you move from the warm-up area to the Auditorium.

### **ENTERING & EXITING THE STAGE AREA**

Each band will enter and exit the Auditorium through backstage entrance. Your escort will take you to the Stage Hold Point. You will hold there until the band prior to yours finishes and exits the stage. At that time our stage crew will make any rearrangements to the stage for your band. When this is complete, the Stage Director will clear you to take the stage. Your 30-minute competition/performance time begins at that point.

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Following your performance, you will be escorted from the Auditorium to the Band Room where you will be met by the evaluator who will conduct your band's clinic.

Following the clinic, your escort will guide you back to your staging room. At that time you will be on your own to return to the Auditorium to enjoy other bands or to the Commons to visit the concession stand.

### JUDGES' TAPES & SHEETS

Your evaluator comments will be available after your clinic at the Band Check In location.

### EQUIPMENT

Each band is responsible for bringing their respective instruments. We will provide the following in the Auditorium:

- Risers – we have limited reconfiguration to meet your stage setup
- Chairs – must use ours only
- Music Stands – must use ours only; no band fronts allowed
- Drum Set – can use yours or ours
- Bass Amp – can use yours or ours
- Grand Piano – must use ours only
- PA System (Mic and Amp) – must use ours only

Additionally, we will provide the following in the Warm Up area and the Clinic room:

- Chairs – must use ours only
- Music Stands – must use ours only; no band fronts allowed
- Drum Set – can use yours or ours
- Bass Amp – can use yours or ours
- Piano – must use ours only

Please notify us if you have any unique instrument requirements or instruments with which you do not want to travel. From our band resources, we probably can supply you with such instruments. Contact us as soon as possible and we will discuss with you what we can and cannot support.

### AUDIO/VIDEO RECORDINGS

Camera equipment is permissible at the High School Jazz Day; however, we ask your consideration in not using flash photography while a band is performing. If you use video recording equipment, please be considerate of the spectators around you. Although we will not have "designated" videotaping areas, there should be plenty of space to film without impacting other spectators. Audio taping of any of the high school bands will not be permitted.

NOTE: No audio or video recording or flash photography will be permitted at the Friday evening (Jon Secada) concert or the Saturday evening (The Duke Ellington Orchestra) concert. Only natural-light still photography is permitted during these performances.

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### SEATING

All auditorium seating is open "festival" style seating – there will be no reserved seating except requests for reserved handicap seating. Handicap seating is provided and marked. Any non-handicapped patrons occupying those seats may be asked to move to accommodate our special needs guests and their accompanying patrons. **Please note:** The Auditorium will be closed, and remain closed, for the duration of each High School Jazz Day jazz band's performance. Please advise your band's families and friends to enter the auditorium well before your performance time in order to not be shut out of your performance.

### SCHOOL AREAS

Most of the school building will be closed throughout the weekend. Ushers will be posted at designated sites throughout the school to keep students and spectators from wandering into closed areas. Additionally, we have divided the open areas into two parts: one part for students and spectators (this will be the area for the performances, concession, and Masters Classes), and the other part for performing students only (**please note:** we will be keeping spectators out of this area to help promote security of your student's equipment and personal items).

**NOTE: Each participating band director is responsible for the security of their respective band's equipment and personal items.**

**NOTE: Although band members will not be chaperoned at all times, we still believe it is the responsibility of each participating band's director to ensure that their students conduct themselves in a positive and mature manner at all times during the Weekend of Jazz.**

### CONCESSIONS / MEALS

The concession area is located in the Commons and will be open from 8:00 AM – 4:00 PM. Breakfast items will be available from 8:00 – 11:00 AM and lunch items will be available from 11:00 AM to 4:00 PM. We ask that you encourage your band and spectators to use our trash receptacles throughout the day.

**NOTE: It is the policy of the school and the music parent organization that no outside food or meals will be brought into the school. Our selection of food items at our Concession will meet your food and drink needs. Please convey to us as soon as possible any special dietary needs of your band so we can accommodate them in our concession stand.**

### WEEKEND OF JAZZ EVENTS AND PRICES

- **Friday, March 4 – Jon Secada**  
8 PM  
Adults                      \$30  
Seniors                      \$25  
Students                     \$20
- **Saturday, March 5 – High School Jazz Day**  
8:00 AM – 5:00 PM  
Free, Open to the Public

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- **Saturday, March 5 – The Duke Ellington Orchestra**  
8 PM  
Adults                      \$30  
Seniors                      \$25  
Students                     \$20

You can order tickets on-line at [www.WeekendOfJazz.org](http://www.WeekendOfJazz.org) or by calling 937-490-9010 (Visa, MasterCard, and PayPal accepted). See our web site for details. Additionally, the artists will be selling their CDs prior to and after their performance as well as during intermission.

### QUESTIONS?

If you have any questions or concerns, please contact the Event Director, Jeff Weir

Mobile Phone: 937-776-3057

Home Phone: 937-429-5884

School Fax (Attn: Doug McCullough): 937-429-7546

Email: [Director@WeekendOfJazz.org](mailto:Director@WeekendOfJazz.org)

On behalf of the Weekend of Jazz staff of volunteers, we thank you in advance for your participation and support. We hope that your visit to our community is both pleasant and rewarding for you, your band, and your organization. We look forward to you joining us and to wonderful jazz performances from outstanding young adults.

Sincerely,

*Jeff*

Jeff Weir

WOJ 2011 Event Director

### Attachments:

1. Map to Beavercreek
2. BHS Campus Map
3. BHS Floor Plan Map
4. Tentative Schedule / Masters Class Schedule
5. Concessions Menu