

The Coe College Jazz Summit

Coe College Campus - Cedar Rapids, Iowa

General Information

Location: Coe College is located at 1220 First Ave. NE in Cedar Rapids. I-380, exit 20, provides easy access. Follow signs to Coe College. All scheduled events take place in Marquis Hall, Dows Theater, and Sinclair Auditorium.

Arrival: Loading and unloading of equipment vehicles and busses takes place on First Avenue Westbound, in front of Sinclair Auditorium. **Please follow the instructions of the load-in supervisors and band hosts.** There will be no parking of busses, equipment vans or trailers at the site. See bus directions at www.coe.edu/JazzSummit for off-site parking information. Plan to arrive *at least* 45 minutes before the scheduled time. Check your scheduled time for the souvenir photographs and make sure you include this in your travel plans. You are encouraged to arrive earlier (and stay later!) and listen to other bands. They will appreciate the audience, and your group will benefit from hearing other student performers.

Information for parents of participants: *Parking near the college is at a premium. On Friday, most College lots are reserved for our students and staff and vehicles without a Coe permit may be ticketed or towed. Parents and supporters should plan to carpool and arrive early to find parking.*

Equipment: When you arrive in front of Sinclair, load-in supervisors will tell you what to do with bulky equipment. Jazz Summit staff members and your band host will assist your crew with transporting the equipment to the holding area. Equipment will be kept in a queue, waiting to be moved on stage. Shared home rooms are available in Sinclair/Marquis, and the **inner** lobby of Dows Theater serves as storage area for small cases and other equipment throughout the day. The **main** lobby of the Dows Building is **not** part of the Jazz Summit, and no instruments should be left there. Please be aware that the storage rooms will be shared with the other bands. You will need to pack your cases and other equipment in tightly, as we will often have four or more bands sharing the same classroom. Please label all equipment with the school name, so that there is no confusion about ownership of similar-looking instruments.

Check-In: Please do not arrive late for check-in. This is crucial for keeping the festival on schedule. Your band host will bring you to Contest Headquarters in Room 105 of Marquis Hall.

Supervision: **Please keep an eye on your students.** We have, occasionally, had items disappear from Art and Theater facilities. These people are kind enough to share their facilities with us, and we would not be able to offer a festival of this quality without their support. Thanks for having **chaperones** and other responsible parties **with your students at all times.**

Warm-Up, Performance, and Clinic: Approximately 15 minutes before your scheduled time, your band host will help you bring your setup crew to the performance area (Sinclair Auditorium Stage, Daehler-Kitchin Auditorium, Marquis Hall Room 1, or Dows Theater stage). The only equipment available on stage will be a piano, chairs, and stands. (Three microphones and an amplifier will be available in Dows, D-K, and Sinclair.) **Please bring all your own percussion equipment, including vibraphones.** A vibraphone **will** be provided for bands performing in the Room 1 center **only** (due to stairs). Approximately 10 minutes before your scheduled time, the rest of the band should move to the hallway outside the performance area. Your band will have one hour on stage to set up, warm up, tune, present your performance, receive a clinic from one of the judges, and tear down and remove your equipment. You may divide this time however you see fit. The important thing to be aware of is, however, that the more time spent in setup and warm-up, the less time you will have to pick the brain of your clinician.

Conductor's scores are **not** required for the judges. The adjudicators will listen to your performance and make comments, either in writing or on tape. The adjudicators will rank your performance (unless you have requested comments only) compared to the other bands in your IHSMA classification, using the adjudication form. Second and Third bands will be judged in a separate classification unless you have specifically requested otherwise.

After the Clinic: All equipment belonging to your band must be removed by the end of your hour so that the following band can begin its setup on time. Cases may be stored in the homerooms, and larger equipment may be left backstage. Please plan to attend the performances of the remaining jazz ensembles. **NO comment sheets or tapes will be released until intermission of the Grand Finale Concert.** The final ranking will be announced during the Grand Finale concert Saturday evening and posted on the web at www.coe.edu/JazzSummit on Sunday. Any comment sheets that are not picked up on Saturday will be mailed the following Monday, 2-day Priority Mail. Rankings and lists of soloist awards will be emailed to all participating band directors on Sunday. **No rankings beyond third place will be made public.**