

January 2009

Dear Jazz Band Director,

We are glad that your band is able to participate in Jazz Summit 2009. We're also pleased this year to introduce Amanda Ludwig as our new Administrative Assistant for the Jazz Summit. Amanda held the same position as a student worker from 2002 to 2006, and we're glad to welcome her back.

Attached to this email you will find: check-in and load-in procedures and information about souvenir photos. If you requested concert tickets, you may pick them up at the check-in desk after you have submitted your repertoire sheet. Please visit www.coe.edu/JazzSummit for the repertoire sheet, a copy of the performance center schedules, as well as maps to find your performance center and parking information.

The repertoire sheet must be filled out and **presented to the check-in desk** (Marquis Hall 105) **upon your arrival**. Please be sure to fill in soloists' names so they can be nominated for outstanding soloist awards. Also attached is a sample copy of the sheets the judges will be using to assess each band. Please note the various criteria to be considered.

There are numerous places to eat within walking distance. A map detailing various nearby restaurants will be available upon check-in. Coe's food service will again be offering all-you-can-eat lunches for \$5.00 in the food court in Gage Memorial Union. ***Please plan ahead for this option as Food Services requests that each school eating on campus pays as a group to minimize time spent in line.***

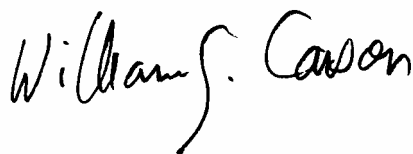
Be sure you plan to attend the Grand Finale Concert, which begins at 8 p.m., Saturday, Feb. 28, in Sinclair Auditorium. The concert will feature the Coe Gold Jazz Ensemble under the direction of Steve Shanley, with guest artists: drummer ***Tommy Giampetro***. Plaques and judges' comment sheets will be distributed at intermission. If you cannot attend the concert, please have a representative from your school there to accept your materials.

To insure the confidentiality of scores until the Grand Finale Concert, we will not be able to release tapes and comment sheets until then. If you are unable to attend the concert, your tapes and judges' comment sheets will be mailed on Monday, March 2, through 2-day priority mail. We will also email you the results after the Grand Finale Concert on Saturday, and post them at www.coe.edu/JazzSummit. **Because of our dedication to supporting music education, we wish to encourage all the participating bands, and minimize the likelihood that a director will be criticized by administrators for a low placement in the competition. For this reason, no rankings after third place will be made public, and no detailed summaries of scores are made available.**

We hope that you will encourage your students to listen to the performances of other bands in Sinclair Auditorium, Daehler-Kitchin Auditorium, the Instrumental Rehearsal Room (Marquis Hall, Room 1), and Dows Theater. They will benefit greatly from the exposure to repertoire in the performances and from the comments of the professional musicians and educators in the clinic sessions.

We look forward to welcoming your band at this year's Coe College Jazz Summit. If you have any additional questions, please feel free to e-mail me at wcarson@coe.edu or call me at (319) 399-8520. Good luck!

Sincerely,



Dr. William S. Carson
Coe College Director of Bands