

# RENO JAZZ FESTIVAL 2018

## Performance Rules, Procedures and General Information

### All Categories, Divisions and Classifications

## PERFORMANCE RULES

These performance rules were established to ensure fairness and equality for all who compete in the Reno Jazz Festival. Performers or groups who disobey, disregard, violate, or ignore the rules and procedures listed in this document may be disqualified from the Festival. For more information, please call us at **775-784-4278** or email **rjf@unr.edu**

### Eligibility

High School groups wishing to participate in the divisional competition portion of the Festival must be comprised entirely of students enrolled in one school. College and university students must be enrolled in a minimum of six (6) credits to be considered eligible (an exception is granted for community college category groups where all members need only to be enrolled in the group course). Any group may choose to perform non-competitively, but the jazz festival staff **MUST** be notified. Non-competitive groups will be rated as usual, but they will not be eligible for any group awards nor will their scores be posted.

### Registration

To register for entry in the Reno Jazz Festival, completed forms (online) and group registration fees must be received before a group is accepted into the Festival. Scheduling is on a first-come, first-served basis. The RJF staff will honor scheduling requests to the best of their ability. A maximum of four (4) groups from one school can be scheduled on one day. RJF staff will take registrations until the Festival is full. In addition to group registration fees, each student and chaperone must purchase and display a Full Festival Pass or a Friday or Saturday Day Pass. (DIRECTORS RECEIVE A **FREE** FULL FESTIVAL PASS WITH **EACH GROUP** REGISTRATION.)

### Categories

Eligible students may enter as:

- Instrumental ensembles — 10 or more performers
- Vocal ensembles — 10 or more performers
- Combos — 2 to 9 performers

### Divisions / Classification

- **Middle School:** Students in grades 5-8
- **High School:** Students in grades 9-12  
High School classifications are based on the number of students attending the participating

school and will be announced once the festival schedule is finalized. Schools may enter more than one group in any category. If a school enters more than one big band, it will be entered into the Apprentice category (this rule does not apply to combos). The additional ensemble should consist of students who are not in the first group. *Note: These classifications do not correspond to athletic classifications.*

- **Magnet High School:** Students in grades 9-12. Performing arts schools (or schools that specialize in the performing arts). These schools will participate in the AAAA division.
- **Junior Colleges or Community College** (2-year colleges): There are two classifications:
  - **2-YEAR** (students only, with all members enrolled in a minimum of 6 credits)
  - **COMMUNITY** (all members need only be enrolled in the group course).
- **College or University** (4-year institutions only): Students only, with all members enrolled in a minimum of 6 credits.

### **Vocal Ensemble Rhythm Section Rules**

The Reno Jazz Festival encourages all vocal jazz ensembles to use student rhythm section players, but it is not required (you may use professional musicians if you so choose). There will not be a “rhythm section” scoring category on the vocal adjudicator forms.

### **Performance Times**

When planning your program, remember that your performance time slot includes entry, set-up, announcements, performance and exit. **A 100-point penalty per judge will be assessed, if a group continues to perform past the end of its time limit.** This policy will be strictly enforced, so plan your program carefully.

- **Smallest Division of High School Bands and Middle School Bands:** 25-minute time slot. We recommend that you program only 16–18 minutes of music and allow at least 7–9 minutes for entering and exiting the stage.
- **High School and All College Bands:** 30-minute time slot. We recommend that you program only 20–22 minutes of music and allow at least 8–10 minutes for entering and exiting the stage. **Please note that the smallest division of High School Bands is only allowed 25 minutes.**
- **Vocal Ensembles:** 25-minute time slot. We recommend that you program a maximum of 4 songs and allow at least 7–9 minutes for entering and exiting the stage.
- **Combos:** 25-minute time slot. We recommend you program only 18–20 minutes of music and allow at least 5–7 minutes for entering and exiting the stage.

RJF staff will make every attempt to reschedule performers who miss their scheduled performance time due to unforeseen circumstances. Due to tight festival schedules and logistics, a rescheduled performance time is not guaranteed.

# PROCEDURES

## **Performance Instructions**

The Festival schedule will be announced approximately one month before the Festival and is subject to change. Required paperwork and important forms will be available for download on our website:

Forms to fill out, download — and bring with you:

- **Fillable PDF Set-list Form** (Fill out on your computer, print, and bring 4 copies. Give to the room announcer before your scheduled performance)
- **Announcer Form** (Fill out and give to the room announcer. Or, you can announce your own group if you prefer)

**Note:** You do not need to provide music to the judges; however, if you supply music copies, the judges will be able to offer more detailed feedback.

Forms for your review:

- **Sample Critique Form**
- **Photographer Form**

Schedules:

- **Competition Schedule**
- **Clinic Schedule**
- **Concert Information**

Upon arriving at the Festival, locate your performance room (to orient yourself) and then proceed directly to your warm-up room. You are responsible for getting your group from the warm-up room to the performance site. Once in the performance site, you should provide the announcer with your Set-list and Announcer forms.

After your performance, the feedback clinician will guide the group to the clinic room where he/she will give feedback on the group's performance and give you your Critique forms.

Immediately following your feedback clinic, the group should proceed to the designated photography site to have a photo taken.

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## **Equipment**

- **Warm-Up Rooms:** NO equipment is provided in the warm-up rooms.
- **Performance and Feedback Rooms:** Please do not remove any festival equipment from the stage or the feedback rooms. The following equipment is provided: chairs, music stands, sound system (for choirs: the system includes area microphones or up to 16 individual mics), guitar amplifier, bass amplifier, piano, drum kit (drummer may change out cymbals but must use kit provided), and cymbals (crash, ride and hi- hat).

As a reminder, the following equipment is **NOT PROVIDED**: string basses, vibraphones, marimbas, congas, keyboards, keyboard stands, drumsticks and patch cords. Due to very tight schedules and logistics, all groups must use the standard stage set-up. **Groups are not permitted to move equipment provided on stage.**

## **Equipment Storage**

Because of the large number of groups participating, we CANNOT provide storage for your equipment. **You must keep your cases with you — do not leave them unattended.** After your performance, we recommend that you return your equipment to your bus or to your hotel rooms.

## **Adjudicators and Scoring**

Nationally known jazz educators are chosen to score and critique performances. Three (3) adjudicators and one (1) feedback clinician will hear each performance (note: only two adjudicators will be provided in rooms exclusively dedicated to combos). The same adjudicators will score *each* and *every group* in their assigned performance site. During your performance the adjudicators will score the group and record an audio critique.

**After your performance, your rating sheets will be handed to you and audio critiques will be processed. Please be patient. Processing takes time in order to guarantee accuracy.** Instrumental ratings will be posted in the Church Fine Arts Building and vocal ratings will be posted at the Lawlor Events Center. Audio files and numerical scores will be posted and available for download on our server by the following Monday.

Instrumental materials are available at the Church Fine Arts Building and vocal materials at the Lawlor Events Center. Category winners and individual awards will be posted on the Reno Jazz Festival website ([www.unr.edu/rjf](http://www.unr.edu/rjf)) as soon as possible after the Festival. Full festival awards and scoring results as well as any score sheets not picked up at the Festival, will be mailed during the week after the Festival.

## **Awards and Showcase Concert**

The Reno Jazz Festival will award placement trophies for competition in all performance categories and divisions. The number of placements will be determined by the number of participants in each category. Outstanding performer awards in middle school/junior high school, high school and college divisions, perpetual trophies for the top middle or high school band and choir in the Festival, and a trophy to the outstanding Nevada group will also be awarded.

At the Saturday evening Awards Ceremony/Festival Showcase we will announce category and division

awards, and feature performances from some of the most outstanding groups in the Festival. On Saturday, after the conclusion of the daytime competition, we will post the groups to appear in the concert and the approximate starting times. This information will be posted in both the Church Fine Arts Building and the Lawlor Events Center. Groups selected for the showcase are allotted 15 minutes total time, including set-up and tear down. Please plan on presenting no more than 10 minutes of music. Showcase groups should report to the Silver and Blue Room in the Lawlor Events Center at least one-half hour prior to their start time.

## **GENERAL INFORMATION**

### **Festival Etiquette and Safety**

While on campus please be considerate of university faculty, staff and students as well as other jazz festival participants. Do not play your instruments except in designated warm-up, performance or feedback areas. Any festival participant caught being disruptive, stealing, or vandalizing property will be immediately expelled from the campus and appropriate legal action will be taken.

**In all performance and clinic rooms, seating capacity for all events is limited to room capacity per the Reno Fire Marshal.** Aisles must be kept clear at all times. Seating is available on a first-come, first-served basis. As a courtesy to others please do not save seats. Audience doors to performance areas will be closed during performances; entrance will only be permitted during a break in the performance. Food and drinks are not permitted in performance areas.

### **We ask that directors please:**

- keep track of scheduled times
- take responsibility for your students' behavior
- keep your students together
- be courteous to festival volunteers and staff

### **We ask that students please:**

- take responsibility for your behavior
- act in a professional manner
- stay together
- be courteous to festival volunteers and staff

While at the Festival, we recommend that you stick together with your group and avoid walking alone, especially after dark. If you should encounter any problems or need police assistance, please call the University Police at 775-334-COPS.

## **Festival Map/Bus Unloading and Parking Information**

**Official unloading/loading areas:** In front of the Church Fine Arts building (passenger and/or equipment only), in front of the Lawlor Events Center (passenger and/or equipment for groups performing in Lawlor), in front of the Joe Crowley Student Union, and south of the Jot Travis Building (see Festival Map).

PLEASE USE CAUTION in front of the Church Fine Arts building, as this is a busy street and can be dangerous. Buses must park in the designated area north of campus. On Friday, we ask that jazz festival visitors use the West Stadium Parking Garage. On Saturday, parking is open and available in both the Brian Whalen and West Stadium Parking Garages. Please be respectful of handicapped parking areas, loading zones and other specially designated parking areas.

## **Festival Information**

Each performance site has an information booth to help you find your way!

## **Festival Programs and Visitor Passes**

For your convenience, festival programs and visitor passes (good for competition rooms, 8 a.m. - 5 p.m. on the day purchased) are for sale at all information booths except for the Jot Travis site. Merchandise will be for sale in the Church Fine Arts building, the Lawlor Events Center and the Joe Crowley Student Union. Competition, educational events and concert schedules are available at our website: [www.unr.edu/rjf](http://www.unr.edu/rjf).

## **Festival Passes (color-coded wristbands)**

**Wristbands are not replaceable** and must be worn on the wrist at all times during the festival in order to enter any festival event (if you lose it, you must buy a new one!). Additional passes may be purchased at the Church Fine Arts building, the Lawlor Events Center, the Joe Crowley Student Union, and the Continuing Education building. Remember, prices for passes are slightly higher when purchased at the Festival.

## **Individual Evening Concert Tickets**

To purchase group tickets to the Thursday evening concert, please contact us at (775) 784-4278 or email [info@unr.edu](mailto:info@unr.edu). For additional individual concert tickets to Friday and Saturday evening, please visit [www.unr.edu/rjf](http://www.unr.edu/rjf). (Please note: Your full festival pass provides entry into Friday and Saturday evening concerts, your Friday pass provides entry into Friday's concert and your Saturday pass provides entry into Saturday's concert.)

## **Dining On or Near Campus**

A complete list of restaurants (fast food and sit down) is available on the back of the Festival program or map and will be posted on our website: [www.unr.edu/rjf](http://www.unr.edu/rjf).

[Updated 02/25/2018]