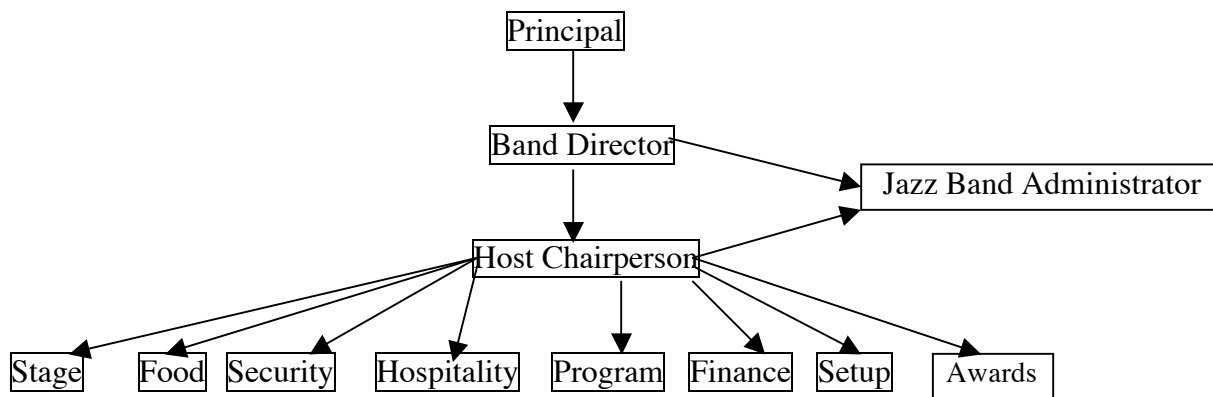


To: Jazz Band Show Director and/or Sponsor
From: Ed Stimson, Jazz Band Administrator
Cavalcade of Bands
(610-275-1773)
edstimson@comcast.net
Subject: Suggestions/Guide/Jazz Band Host
Date: January, 2015

CAVALCADE OF BANDS JAZZ BAND FESTIVALS

Suggested Flow Chart (Jazz Band Committee)



I. Awards Committee

- Three best soloist award medals** will be furnished by the Cavalcade.
- Four best sections awards** to be furnished by the school.
Saxes, Trumpets, Trombones and Rhythm. These awards are usually plaques.
- There are no 1st, 2nd or 3rd place awards**-only Superior, Outstanding, Excellent or Very Good.
The awards for these should be trophies or plaques - Have the tabs ready to put on when packets are received. Ratings will be on the front of the packets.
- Purchase and award all trophies and plaques.

II. Space For judges and Equipment Requirements (Setup Committee)

- Place enough **tables in the judging area** so that three judges and one tabulator can work in close proximity.
- The tabulator will work at the judges' location or in a closed door environment, whichever he/she chooses. **Please have a runner to bring judges recorders to the tabulator.**
- Have a room/place where the judges can organize materials and have something to eat prior to the festival.
- Work lights** are required for the tabulator and judges. Generally, a music stand light clipped to a music stand in front of each judge will suffice. Make sure that electricity/ power strips are available for the judges' recorders, tabulator's computer and printer.

III. Sound Systems (Setup Committee)

- a. Most host schools choose to use their own microphones.

There should be a **sound engineer** (adult if possible) available to adjust the mics should it be required.

IV. Stage Setups (Stage Committee)

- a. Request a band setup in your communications with the visiting bands. This chart will be used to set the bands up between the performances. **A GOOD STAGE CREW IS ESSENTIAL!!!**
- b. The **piano** should be tuned and in good working order. Set the **rhythm section** to the left of the ensemble (facing the stage) and the **announcer** on the right (general setup format).
- c. A two-tier riser system (2 different heights) is required. These risers are generally used by the trombones and trumpets toward the back of the band.
- d. When using stand lights, make sure all stand lights work (one per stand).
- e. There should be two doors available at the rear of the stage -one for exit and the other for entrance.

- V. **Judges Fees** (*See page 4*)All judging fees are the responsibility of the host school. Fees are requested to be in cash and placed in envelopes with the judges' names.

- a. JUDGES (3).....\$190 EACH
The fee of \$190 (minimum) for each judge is for the first 9 bands. **Every band over 9 will cost the host school an additional \$35 for each judge. If the host band is judged (tapes and or sheets), that will count as one of the 9 bands. The host band does not have to be judged.**
- b. TABULATOR (1) (mandatory).....\$170.00
Every band over 9 will be an extra \$20.00.

<p><i>Note: The base cost of a tabulator and three judges for nine bands is \$740.00. If you host more than nine bands, the cost for judging each additional band is \$125.00.</i></p>
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- VI. The **ADMINISTRATION** comes under the control of Ed Stimson or his designate. All information concerning the judges, show times and cancellations/rescheduling, etc., should be referred to him:

Ed Stimson
2917 Jolly Road
Plymouth Meeting, PA 19462
edstimson@cavalcadeofbands.org (*preferred method of communication*)
610-275-1773

It is suggested that the E-Mail addresses and fax numbers of both the Band Director and the show Supervisor /sponsor be provided to the Jazz Band Administrator.

VII. Judges Bios

The Jazz Band Administrator will E-Mail (preferable) or fax to you all judge bios for your program approximately two weeks prior to the show .

Please provide the Jazz Band Administrator with specific directions to your school and the

festival lineup for the show. The judges will be provided with this information along with any change of starting time. He will also notify the judges in case of a weather emergency (school closing, etc.)

Note: The Cavalcade will supply all sheets. You do not have to supply a show TECH – but will need a runner to take recorders to the tabulator. The tabulator will have a Hot Spot that is needed for the tabulator to upload the judges files to the internet. Depending on the auditorium, the tabulator may have to be placed near a room window in order to get a wireless signal for their computer.

VIII. Food Committee

- a. Have **food available for the students**. The funds from these sales greatly increase expense returns. Generally, tables are set up outside of the auditorium area with candy, **homemade**, cookies and other donated goodies.
- b. Some schools prefer to utilize their **cafeteria areas** for selling food, but this can cause extra expense because generally, cafeteria supervisors must be engaged for the evening.

IX.. Program Committee

- a. Undoubtedly, the best moneymaker is the printed program. This enables you the opportunity to sell ads to the local merchants-have presales in school and out, and, of course, you can sell programs at the door. These generally sell between \$3.00 and \$5.00 prior to the show but are free at the door with paid admission. A well-developed program can easily sell for \$5.00.
- b. Make sure to include lots of photos of the kids-both the host school and visiting bands.
- c. Include technical people on your **program committee** who can handle printing, art, editing and distribution/sales of the program.

X. Security Committee

- a. It is a good idea to ask for volunteers to stay in or near the classrooms assigned to visiting bands. Generally, the room can be locked about an hour after the band arrives because by that time they will have finished their performance and packed up.
- b. Volunteers for "potty patrol" are essential. For whatever reason, if students are seeking mischief, the bathrooms are usually their favorite targets. Most of the time a presence in the area is all that's needed.
- c. If, for any reason damage occurs, please report this to the show administrator at once.

XI. Hospitality Committee

- a. The bands will need **directions** when they arrive at your school. Guides should be selected to direct each band to its assigned room. This guide will notify the bands when they are to report to the warm-up room and then take them there. It will also be necessary to show them where the food is being sold and where the restrooms are located. Much of this information can be forwarded in the info letter that you send to each school. It's usually expected this info packet contains a map of the school with important locations including parking areas.
- b. This committee also looks after the needs of the judges (i.e., food, tapes, etc).

2015 Jazz Judge Pay Scale

Bands	Judge 1	Judge 2	Judge 3	Tabulator	Total
1 to 9	\$190	\$190	\$190	\$170	\$740
10	\$210	\$210	\$210	\$180	\$810
11	\$245	\$245	\$245	\$200	\$935
12	\$280	\$280	\$280	\$220	\$1060
13	\$315	\$315	\$315	\$240	\$1185
14	\$350	\$350	\$350	\$260	\$1330
15	\$385	\$385	\$385	\$280	\$1455

(cash fees are preferred)

Any exhibition band that you want judged will count as one band. **Exhibition bands do not** have to be judged. If the host band is being judged, that counts as one of the first 9 bands. If the home exhibition band is being judged, it may take the judges longer to select the best soloists and best section awards since they can't start doing that until they are finished with the exhibition band.