2013 Performance Rules & Procedures

College / Community College /Open Division
Date: Thursday, February 21, 2013

ELIGIBILITY

Students enrolled for Spring Semester 2013 are eligible to perform. Any semi-professionals or groups that include non-students may enter in the Open Division.

The Festival encourages the use of student accompanists whenever possible. If necessary, non-students may accompany *soloists.* However, the accompanists may not sing or perform solos.

REGISTRATION

In order to complete your registration on time for the 2013 Lionel Hampton International Jazz Festival, and to avoid paying late fees, all applicable forms *and* fees must be received in the Festival Office no later than **November 16, 2012**. Schools may register as late as December 7, 2012 if space is available and **late fees will be incurred**.

CLASSIFICATION: Classification is based on the type of school performing and the musicians in the group.

1. College/University
2. Community College
3. Open Division:
   a. Any group that is made up of, or includes, **non-students** in the performance.
   b. *Soloists* should only enter in the Open Division if the *soloist* is a non-student or semi-professional, not the rhythm section.

The same group of individuals may not enter in two different classifications.

DIVISION: Eligible students may enter as ensembles, combos and/or soloists under the appropriate classification.

1. **Ensemble**: (10) or more performers (vocal or instrumental)
2. **Combo**: (2-9) performers (vocal or instrumental)
   a. Vocal Combos: the rhythm section and additional instrumentalists are NOT included in the number of performers.
3. **Soloist**: (1) performer (vocal or instrumental)
   a. Vocal Soloists: the rhythm section and additional instrumentalists are NOT included in the number of performers.
4. **Vocal Multi-Microphone Division:** There is **NO** class distinction in the multi-microphone division.
   a. **(**16) Microphones will be available.
   b. Each multi-mic choir *must* provide its own sound technician.
5. **Creative Composition:** This is open to Instrumental or Vocal Large Ensemble Division *Only*
   a. Composition must be an original work, not an arrangement, by a student (undergraduate or graduate.)
   b. The arrangement of the composition must be done by the composer.
   c. Upon checking in for the performance, (**3**) copies of the Charts and Soloists Forms should be given to the site volunteer, who will then give them to the Performance Evaluation Clinicians (PEC). The forms will then be returned to the group after the performance.
   d. (5) additional minutes will be added to a group's performance time to accommodate the composition.
   e. A trophy *may* be awarded at the discretion of the Performing Evaluation Clinicians to an Outstanding Creative Composition. Notifications: See page 6 for location and time.

Schools may enter more than one group in any division.

EQUIPMENT INFORMATION FOR STUDENT PERFORMANCE CLINICS

1. **Warm Up Room**: There will be a digital or an acoustic piano in each warm-up room.

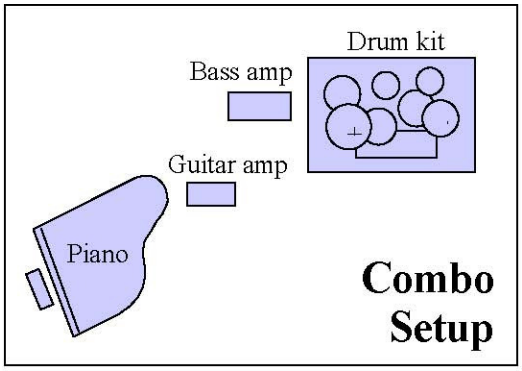
2. **Performance Site**: The following equipment is provided:
    a. Risers
    b. Stands
    c. Guitar amplifier
    d. Ludwig drum sets (kick, snare, 2 rack toms, floor tom), Sabian cymbals (crash, ride, hi-hat)
    e. PA system with Audix microphones
    f. Acoustic piano
    g. LP congas (large ensemble sites only)
    h. Ampeg bass amplifier

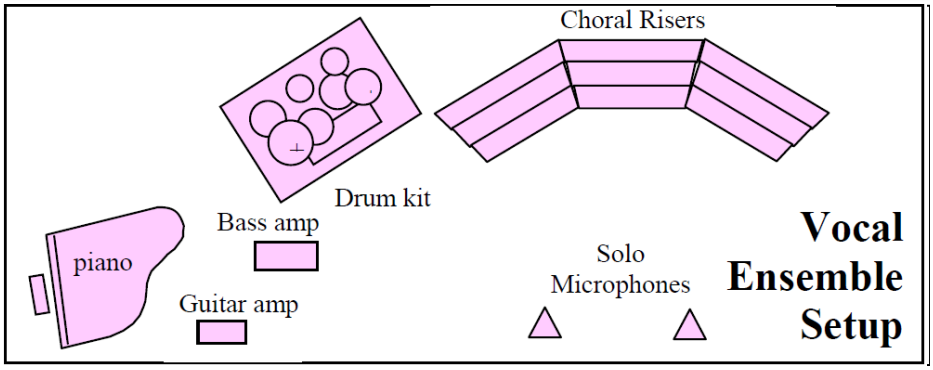
    As a reminder, the following equipment is **NOT provided**:
    - Vibraphones
    - Marimbas
    - Drumsticks
    - Patch cords
    - Keyboards
    - Keyboard stands
    - Bass – acoustic or electric

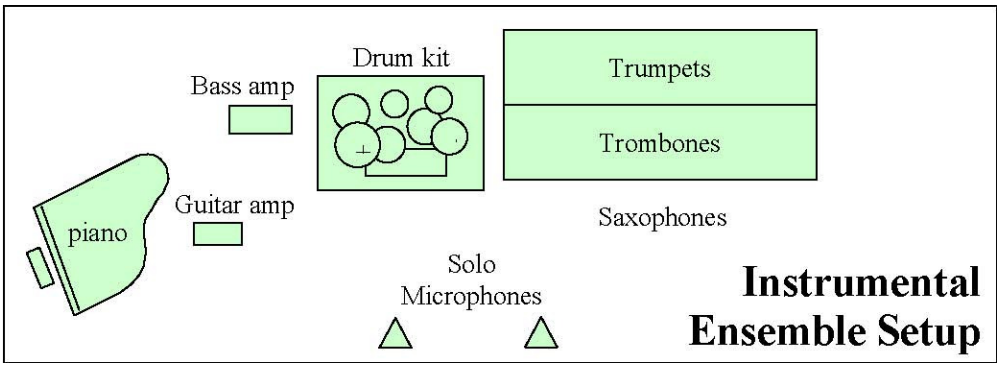
Please note: *provided equipment is NOT to be exchanged. Supplementary equipment may be ADDED, but it will count against your time.*

Please see notations and standard set-ups on page 4.

Due to very tight schedules and logistics, all groups **must use** the standard stage set-up (see diagrams below). Groups **are not** allowed to move equipment on stage. We will strive to add chairs and stands for performers that exceed the traditional set up. Please communicate special needs to the Stage Manager before going on stage. Due to space constraints at some sites, a slight variation on the set-ups shown below may be necessary.







PERFORMANCE & EVALUATION INFORMATION

All Performers

1. **Arrival at the Lionel Hampton Jazz Festival:**
    a. If your school has purchased evening concert tickets, you may proceed to the Director's Will Call located on the WEST side of the Kibbie Dome to pick them up.
    b. Directors should proceed directly to their scheduled performance clinic sites upon arrival or after picking up tickets, check in with the Greeter, and pick up a copy of the Festival program.
2. **Complete Paperwork Prior to Arrival**
    a. **Performance Information Sheet**: Bring **(1)** completed form per performance.
        i. This may be emailed to you prior to the Festival. Blank copies will be available at your performance clinic site.
        ii. This form provides set-up and introduction details for the Stage Manager.
    b. **List of Charts & Soloists**: Bring **(4)** completed form per performance.
        i. The List of Charts & Soloists will be emailed to you prior to the Festival for completion.
        ii. This form is NOT necessary for soloists.
        iii. This form assists the PECs as they evaluate soloists within each group who may be selected for recognition.
3. **Arrival at the Performance Clinic Site and Check-In**
    a. Please note some performance sites are located **off-campus.**
    b. In order to remain on schedule each performance group should allow:
        i. (5) minutes to check-in
        ii. Allotted warm-up time
        iii. (5) minutes backstage
    c. **Ensembles and combos** should **check-in 35-40 minutes prior** to performance time.
    d. **Soloists** should **check-in 25 minutes prior** to performance time.
    e. Late arrivals will forfeit some or all of their warm-up time. Due to space limitations, early arrivals should not expect to warm-up early.
    f. **Check-In**:
        i. Directors should check-in with the Greeter at the Welcome Table.
        ii. The Greeter will collect the *Performance Information Sheet* and all (4) copies of the *List* of *Charts and Soloists* form for large ensembles and combos only.
4. **Warm-Up**
    a. At warm-up time, an escort will guide the group to the warm-up room.
    b. Ensembles, combos, and soloists have **15 minutes to warm up** assuming they check-in on time.
    c. Late arrivals will forfeit some or all of their warm-up time. Early arrivals should not expect to warm-up early.
5. **Backstage**
    a. **(5)** minutes before performance time, an escort will guide the group to the backstage area
    b. There is to be no talking backstage. Please be courteous to the group who is on stage.
    c. The Stage Manager will briefly review stage setup and stage rules with the Director.
    d. Stage alteration requests must be communicated to the Stage Manager at this time. Directors may ask that microphones and chairs be repositioned. They may also request more/less chairs and stands. In general, equipment should remain as is and must not be moved by groups once on-stage.
    e. In the case of left-handed drummers, they may go on-stage early to switch the drum kit. Once the drum kit has been adjusted, they must return to their group backstage.
6. **** Performance Guidelines ****
    a. **Ensembles Chart Preparation**
        i. Please have your students perform a strong, balanced program of your choosing.
        ii. Selection choices must comply with the (20) minutes performance time limit.
        iii. The Festival will not require a randomly chosen song from your list as in previous years.

iv. All charts *must* be listed on all (4) copies of the *List of Charts and Soloists* forms.
v. Ensembles should concentrate on music and jazz concepts rather than choreography.

b. **Combos Chart Preparation**
   i. Please have your students perform a strong, balanced program of your choosing.
   ii. Selection choices must comply with the (20) minutes performance time limit.
   iii. All charts *must* be listed on all (4) copies of the *List of Charts and Soloists* forms.
   iv. Combos should concentrate on music and jazz concepts rather than choreography.

c. **Soloists**
   i. **Accompanists**:
      - Soloists are responsible for their own rhythm section.
      - A rhythm section may consist of any combination of piano, bass, drums and guitar.
      - A *limit of* (4) additional instrumentalists, <u>not</u> including the rhythm section and the soloist, are permitted on-stage at one time; however, <u>only the soloist</u> is permitted to take solos.

   ii. **Chart Preparation**
      - **Please have your students perform a strong, balanced program of your choosing.**
      - **Soloists must demonstrate both up-tempo and ballad styles in either two charts or in one.**
      - **Selection choices must comply with the (15) minutes performance time limit.**
      - Soloists must demonstrate the ability to improvise.
      - Soloists should concentrate on music and jazz concepts rather than choreography.

7. **On-Stage Time**
   a. Once the Stage Manager introduces the group, they may take the stage.
   b. **Ensembles and Combos**: (20) minutes of on-stage time which includes set-up, performance and leaving the stage area.
   c. **Soloists: (**15) minutes of on-stage time which includes setup, performance, and leaving the stage area.
   d. Timing will begin the instant the first individual touches the stage. Timing will end the instant the last individual leaves the stage.
   e. Groups that run overtime may be disqualified from performing at the Young Artist Concerts.

8. **Performance Evaluations Procedure**
   a. **Ensembles**
      i. (4) Performing Artist Clinicians (PECs) will rotate evaluating the groups
      ii. There will always be two PECs providing written comments on the Festival rubric
      iii. (1) PEC will go with the group into a critique room following their performance, where she/he will work with the ensemble for 20 minutes
      iv. During the one-on-one evaluation period, the group will receive a recorded copy of their performance and the rubric

   b. **Combos**:
      i. (2) PECs will hear each performance. The same two PECs will evaluate every combo.
      ii. Scheduling *may* provide some combos with a critique session following their performance.
      iii. Combos will receive a recorded copy of their performance and rubric following the performance.

   c. **Soloists**:
      i. The same PEC will evaluate every soloist.
      ii. There is no critique session for soloists.
      iii. Soloists will receive a recorded copy of their performance and rubric following the performance.

9. **Photography Opportunities**
   a. Following the performance, the group may proceed to the designated photography site to have their photo taken. Photos are available for purchase, and locations will be published prior to the Festival.

<u>MISSED PERFORMANCE TIMES</u>

Site staff will make every attempt to reschedule performers who miss their scheduled performance time. Due to tight

Festival schedules and logistics, a rescheduled performance time is not guaranteed.

PERFORMANCE ETIQUETTE

We Ask That Directors Please:
· Keep track of scheduled times
· Take responsibility for your students' behavior
· Keep your students together
· Be courteous to our hard-working volunteers

We Ask That Students Please:
· Remain quiet and still backstage
· Do not touch equipment backstage
· Follow Stage Crew instructions
· Act in a professional manner
· Stay together

DISQUALIFICATION

Performers and/or groups who disobey the rules and procedures listed in this document may be disqualified from being eligible to perform in the Young Artist Concert or at Hamp's Club.

At NO TIME shall a director or parent approach the PECs to discuss their student's performance. This may result in disqualification.

RECOGNITION, PERFORMANCE SELECTION & TROPHIES

Ensembles

1. PECs will meet as a group following each bracket. At this time they *may* select 0-2 groups to be recognized and invited to perform in the Young Artists Concert.
2. Additional groups may be selected for honorable mention by the PECs.
3. Soloists of the PECs' choice will receive recognition certificates in the mail following the Festival

Combos

1. PECs will meet as a group following each bracket. At this time they may select 0-2 groups to be recognized at the Young Artists Concert. Combos will be invited to perform as long as time allows within the program.
2. Additional combos may be selected for honorable mention by the PECs.
3. Soloists of the PECs' choice will receive recognition certificates in the mail following the Festival.

Vocal Soloists

1. At the end of each bracket the PECs will meet as a group and may select 0-3 soloists to be recognized and/or invited to perform on the Hamp's Club stage.
2. Additional vocalists may be selected for honorable mention by the PECs.

Instrumental Soloists

1. At the end of each bracket the PECs will meet as a group and may select 0-3 soloists to be recognized and/or invited to perform on the Hamp's Club stage.
2. Additional soloists may be selected for honorable mention by the PECs.

Trophies

All groups and soloists selected for performance will receive a trophy. Trophies may be picked behind the Hamp's Club Stage. Individualized name plates will be mailed after the Festival.

♦♦ YOUNG ARTISTS CONCERT ♦♦

All Festival participants should proceed to the Kibbie Dome after the end of the day's performances to attend the announcement of recognition/performance selections. Announcements will *not* be made earlier in the day. Selected ensembles will perform throughout the concert.

SELECTED LARGE ENSEMBLES:

1. Proceed to the West End of the Kibbie Dome section 2/3.
2. The Director will fill out a performance information sheet.
3. The group will be escorted to a staging area where case storage is available.
4. There will be NO warm-up area available.

While on stage:

1. **You will have 5 (five) minutes performance time on stage. DO NOT go over the time limit.**
2. You will perform **one (1) piece**.
3. Solo mics will be in front of the choir risers/big band setup.
4. Sound engineer will mic and connect all components (NO exceptions) .

Due to our tight performance schedule it is imperative that we not allow any stage changes.
This includes mics, amps, piano, drums, or cymbals. If your drummer is left-handed please inform the stage crew prior to taking the stage.

Failure to follow these rules may result in your group being banned from the Young Artists Concert in the future.

RECOGNIZED COMBOS:
Please proceed to the trophy/recognition table backstage during, or immediately after, the Young Artists Concert to receive your trophy.

♦♦ *HAMP'S CLUB INFORMATION* ♦♦

Outstanding soloists who are selected to perform at Hamp's Club must be available backstage during the Young Artists Concert. At this time each soloist will meet with the pianist and arranger to review the chart she/he chooses to perform. Each soloist may rehearse briefly with the accompanist before the evening concert.

NOTE: Being an outstanding soloist does NOT guarantee that you are automatically selected to perform at Hamp's Club.

PLEASE NOTE: Recording devices, video recorders and flash cameras are NOT allowed in the Student Union Ballroom or the Kibbie Dome.

RECOGNITION NOTIFICATION

Those ensembles, combos, and soloists selected for recognition will be announced at the Young Artists Concert on Thursday afternoon beginning at approximately 4:00pm in the Kibbie Dome, as well as be listed on the Festival website.

Selected groups will be publicized as they are known. Please do not expect to view selected groups earlier than late afternoon. The Festival staff encourages all performers to proceed to the Kibbie Dome for final group selections and for announcement of soloists who are selected to perform at Hamp's Club.

Information on recognized groups or soloists is NOT posted in the Festival Office.

Please contact the **Student Performances Coordinator**, **Tia Christiansen**, with any questions at her direct office line **(415) 331.2248, via email at tiac@uidaho.edu**, or feel free to contact the **Festival office at (208) 885.5900**.