



## ***CAVALCADE OF BANDS JAZZ BAND FESTIVALS***

### **Information and Guidelines for a Successful Jazz Show**

#### **Hospitality**

1. Staff will need to be outside to make sure the parking of buses and trucks occur in the correct locations. This is especially critical if you have a small or unique parking lot.
2. Bands should be greeted by a parent and students as they enter the school.
3. Student guides should escort everyone to their classroom.
4. Rhythm sections will want to be directed to the back stage set up area, so they can begin getting all of their equipment ready.
5. Make sure to let everyone know where the restrooms are and more importantly, where the food is being sold. Many bands will arrive early and eat before they perform.
6. The student guide must notify the director when to report to the warm-up rooms and then escort them to this area.
7. Make sure the parent volunteers and student guides are aware if the show is running late, so they can adjust times accordingly. This will help avoid bringing bands down to the warm-up area early where they are forced to wait for an extended period if the show is running behind.
8. When they are done their performance, the student guide can escort the band back to their classroom, but by now they should know the way, so this may not be needed.
9. While all of this information should be included in any communication to the directors prior to the show, which should include a map of the school, this personal touch goes a long way for a successful visit.

#### **Refreshments**

1. Have plenty of food items for sale for students, parents and all spectators.
2. Price everything accordingly making everything easy to purchase, yet profitable for the show host.
3. Tables set up in the hallways, a classroom or use of the cafeteria are the best places to sell food.
4. Have as many items donated by students and parents for even more profit at your show.
5. Aside from ticket sales, and program books, an easy and cost effective food offering will be the other profit center for your show.
6. **If you do not have a hospitality room for directors, please include some form of a voucher for the director to obtain some free food from your concessions area.** This goes a long way to making directors feel welcome and want to come back to your show next year.

#### **Judges Setup**

1. A private meeting location, where everyone can organize materials, discuss show logistics and have something to eat prior to the show, is required.
2. Ample space for three judges and a tabulator must be provided in the judging area.
3. Enough tables for the four judges, equipment and writing space will be needed in close proximity.

4. The tabulator will work in the judge's location and will either have a runner bring them items or they will gather everything after each performance. Tabulator MUST be in full site of the stage.
5. Work lights are required for all three judges and the tabulator. Many times a music stand light clipped to a music stand in front of each judge will suffice.
6. Electricity and power strips are also required for all judges.

### Security

1. Having several monitors to stay close to all classrooms used for each band is critical. This is not only important for the use of the rooms, but for the security and safety of both the teacher's room and any items each school leaves in these rooms.
2. Generally each room can be locked about a half hour to an hour after the band arrives. By then they have performed and packed their equipment and no longer need a room.
3. One, or two, full time monitors of all bathrooms in the student areas is critical. If possible, both a female and male adult should work this task.
4. If for any reason damage occurs to any part of the school, especially a classroom, please report this to the Jazz Band Administrator as soon as practical.
5. **Become very friendly with the working maintenance staff during the show, as this will help everyone tremendously.** Not only will they have keys to open and close everything, but they will help with all other building areas. ***They should become your best friend for the evening!***

### Programs

1. Structured correctly, program books can be another revenue source for your show.
2. Selling ads to your community, school, local merchants and any other organization in your area, for whatever price you feel makes sense, can be very profitable.
3. If possible, having a lot of pictures, student information, community outreach and key people running your show is important.
4. Setting a price, which will vary, of about \$3 to \$5 for a program book will yield good profit. However, if your program is something just printed off the school copier, we would suggest just giving these to each person in attendance.
5. No matter what you do, make sure to include and thank all school administration, technical staff, maintenance staff, parents and anyone who makes your show successful.

### Sound System

1. Host schools are required to provide an appropriate sound system for the show. The mixing console should be located in close proximity to the judge's area if at all possible.
2. A typical system should include at least 5 sax/woodwind mics, 1-2 soloist mic and a piano mic, along with two full range speakers, a 300w or greater power amp, and a mixing console.
3. An experienced sound engineer (preferably an adult), will be needed throughout the show to adjust microphone levels and oversee the mixing console. Please consider hiring a professional sound engineer for your event. Nothing turns a band off from coming back to your show more than a bad sound experience.
4. Please introduce your sound engineer to the chief judge before the show, as they may request adjustments to the levels, particularly in the earlier part of the show.
5. **Please take an active role in ensuring the best possible sound mix for your visiting bands throughout the evening.** They have worked very hard to achieve a good blend and balance, and poor sound mixing can severely hinder the audience's and judges' perception of a band's performance.
6. Generally, a light to medium presence from the saxophone mics and piano mic is all that is needed to ensure a good balance of sound. Solo mics should be actively mixed to ensure they are not too loud

or too soft, as different solo instruments produce different levels of sound. **When in doubt with the overall levels, the "less is more" philosophy is a good approach.**

### Stage Setup

1. Request a band setup in your communications with each school. This chart will be used to set up the bands between each performance.
2. The piano should be tuned and in good working order.
3. Normally the rhythm section (piano, bass, guitar, drum set and percussion) are located stage left and the show announcer is normally stage right, as you are looking at the stage.
4. A two-tier riser system (two different heights) is required. These risers are normally used by the trombone and trumpet sections.
5. There should be an entrance door to the stage and a different exit door from the stage for a smooth flow of all band.
6. **A great stage crew is a critical team for a truly successful festival!**

### Awards

1. Cavalcade will supply up to six overall best soloist medals to each show host. This will include both A Class and Open Class.
2. Four "Best Section" (Saxes, Trombones, Trumpets, Rhythm) awards (plaque, small trophy, certificates, etc.) needs to be supplied by the show host. This is awarded to each division – A Class and Open Class.
3. There are no first, second or third place awards only Very Good, Excellent, Outstanding or Superior ratings are presented. These should be larger trophies or plaques with a location for a rating plate to be placed on the award by the tabulator or committee member.
4. All awards, other than the best soloist medals, need to be purchased by the show host.

### Judges Fees

1. All judges' fees are the responsibility of the host school. Fees are requested in cash, but it's understandable if checks need to be written.
2. **The fee for the three (3) judges is a minimum of \$225 for each judge for the first nine (9) bands. For ten (10) bands, there will be an additional \$25 per judge, etc...**

Number of Bands	Judges 1, 2, 3	Tabulator	Total
1 to 9	\$225 each	\$180	\$855
10	\$250 each	\$190	\$940
11	\$275 each	\$200	\$1025
12	\$300 each	\$210	\$1110
13	\$325 each	\$220	\$1195

3. Any exhibition band who wants to be judged will count as one of the nine (9) or more bands. However, exhibition bands do not have to be judged.
4. If the host band is being
5. judged, this will count as one of the nine (9) or more bands.
6. If the host band is judged, it will take the judges longer to select the best soloists and best section awards since they cannot start this process until they are finished judging the exhibition band.

## **Cavalcade Administration**

1. The administration of each jazz show is under the direction of the Jazz Band Administrator with support from the Judging Coordinator and Executive Director. All contact information can be found on the Cavalcade web site, [cavalcadeofbands.org](http://cavalcadeofbands.org), under the Board of Directors section.
2. All information concerning judges, show times, and cancellations or rescheduling of shows comes under the direction of this team.
3. The preferred method of communication in these situations is via email.
4. Email, phone and fax information of both the band director and show coordinator, must be supplied to the Jazz Band Administrator.
5. Specific directions, including any changes in routes due to road construction, to your school needs to be supplied to the Jazz Band Administrator, along with the line-up of the show.
6. **The Cavalcade tabulator will provide all judges sheets, equipment and other items to work the show.**

***Thank you for hosting a Cavalcade Jazz Festival Show! We hope this information has been helpful to you for an extremely successful event.  
Good luck!***