

## AMIS INTERNATIONAL HONOR JAZZ BAND FESTIVAL

### DIRECTORS' HANDBOOK

The AMIS International Honor Jazz Band Festival (HJB) generally numbers 25 –30 students. If a sufficient number of experienced candidates audition, then up to three rhythm sections may be formed in addition to the big band. Students are responsible for the complete learning of all repertoire and should not be recommended unless they are able to meet the demands of performing challenging literature with other outstanding students. Students should be well prepared so as to ensure a positive experience. As a rule, combo materials will be given to the students at the festival rather than ahead of time.

**Auditions:** All audition materials are available on a CD of AMIS Auditions.  
This CD has audition materials for all AMIS festivals.

**Concert:**

**Recordings:** A concert audio recording will be available for each participating school after the Festival.

**Site:** The concert location and time will be announced on the web site.

**Combo Night:** If there are several combos at the festival, the Friday night traditionally becomes “Combo Night” where the combos are featured in a fairly informal clublike atmosphere.

**Tickets:** Band Directors and official school chaperones do not need to purchase tickets because these are included in the registration fees. Others will need to purchase tickets. Information about tickets will be available on the web site. Sometimes there is no admission charge, in which case audience members are encouraged to donate to the AMIS scholarship fund instead.

**Deadlines:** These are designed for the success and smooth operation of each Festival. Please try to use the advertised deadlines as the **last possible** date to submit information. All acceptance forms, housing forms, and arrival and departure forms are available on the AMIS web site and should be filled out online. It is important for directors to submit these forms rather than sending bits and pieces of information in emails. You will automatically receive a copy of each online form you submit.

**Directors' Dinner:** Details of the Directors' dinner will be sent to you. Cost of this dinner is included in the registration fee paid by teachers and official chaperones. If you have a spouse or partner who is attending the festival and would like to join you at this dinner, AMIS will usually be happy to

include them in the reservation and will collect the necessary fee from you at the festival.

**Meeting:** At the conclusion of one rehearsal there will be a brief AMIS business meeting. Directors are required to attend.

**Responsibilities:** Directors are expected to be present at all rehearsals to help, listen and supervise.

**Dress code: Concert** - dark trousers, white shirts, **waistcoats** (vests)

**NO SNEAKERS**

**Rehearsals:** neat, clean comfortable clothes.

**Friday Assembly Performance (if any) and Combo Night:** jeans and festival t-shirt

**Festival Fees:**

**These may be paid either in sterling or in Euros. You will need to request that your invoice is written in the currency you prefer. Payments, including payments for hotel housing, may be made by transfer or in the form of a cheque.**

*Please remember that registration fees are not refundable.*

*Only schools and individual teachers whose membership has been paid by September 1 are eligible for member rates.*

*Alternates pay only the music fee but will become liable for the registration fee if accepted as a member of the Honor Jazz Band.*

**Festival: Conductor:** Each year a teacher/clinician is chosen 'in-house' from amongst those working in participating schools. This provides an opportunity for them to select literature and serve as conductor/clinician for a select, performing ensemble. Teachers are also chosen to work with the combos each year.

**Host schools:** If you are interested in hosting this Festival please contact the Executive Consultant, Georgia Bassett, at the address on the AMIS web site. You also may wish to read the hosting handbook available on the web site.

**Weekend:** Students are expected to arrive on Wednesday and will meet their host families at that time. Housing will be for four nights. If groups arrive before that time, we can assist with arranging hotel accommodation for the group prior to the actual festival. Actual rehearsals begin at the start of the host school's school day on Thursday. Rehearsals will be held throughout the day on Thursday, Friday and Saturday. The big band concert is scheduled for Saturday evening. If there are multiple rhythm sections in the festival, a combo night will be held on Friday night to allow these combos to perform. Very early departures on Sunday should be avoided if possible as a courtesy to the host families. PLEASE NOTE: for the festival held in late October in Tokyo, the usual date format has been altered. Consult the web site for information.

**Folders:** All students should arrive with their music in a **folder**. This should be labeled with the student's name on the **inside**. Each piece of music should also be labeled. Students should bring a pencil (with an eraser on the end) to every rehearsal in order to mark their music.

**Forms: Forms are now on line.** The deadlines for submitting these forms are listed on the web site. Please adhere strictly to these deadlines, submitting information ahead of the deadline where possible.  
**Please use these online forms rather than sending bits and pieces of information as part of emails.**

**It is important to give all the information requested when you initially fill out the form (such as nationality, contact phone, Allergies, etc.**

**Housing: Students:** Members of the hosting community will welcome participating students into their homes for the duration of the Festival. Housing is usually for 4 nights. **In the case of the Tokyo festival of 2006 housing will be from Sunday through Saturday.** We normally expect Directors and students to arrive *at the school by late afternoon or at least by early evening* on Wednesday.

Once student housing information has been submitted, including dietary and allergies, assignments for housing will be made, taking into consideration student rooming preferences where possible. NO CHANGES in housing assignments may be made except after prior consultation with the Festival Host Organizer and Executive Consultant.

It is suggested that students give their host family a small gift of something from their school or from their personal culture e.g. chocolates, candle, oven mitts, placemats .... plus a thank you card. Students should be discouraged from calling home at the expense of the host family.

**Directors:** All Directors and chaperones will be housed in hotels in the area. Check the web site for information.

**Meals:** Host families will provide daily breakfast and evening meal for students Wednesday and Thursday evenings. All participants will eat together at the school prior to the Saturday concert. Students and teachers generally eat together on Friday night. Students will need to bring money for this meal.

**Music: Mailing:** DHL will be used to send music and rehearsal tapes **only when requested**. These charges will be billed and are payable in either sterling or Euro cash or cheque on registering at the Festival.

**Passports: It is the Director's responsibility to check on the status of their students' passports and, where necessary, visas. Hosts will provide letters of invitation to assist with obtaining visas if requested well in advance.**

**Payments:** Any unpaid fees are payable in sterling or Euro cash or cheque on registering at the Festival. This includes bank charges, if any, that were not paid by the school when submitting funds.

**Sectionals:** Should the conductor request these, teachers will be assigned to assist as required.

**Travel:** Make your plans early. Housing begins late afternoon Wednesday and finishes after breakfast on Sunday. All participants should arrive *at the school by late afternoon or early evening* on Wednesday and should depart not too early on Sunday.

Transfer information from the airport/main train station to the host school will be e-mailed. In the case of the Tokyo festival, we will all travel together from the airport to the place where housers will pick up their guests.

Delays should be notified to the Festival organizer as soon as possible giving a new estimated time of arrival.

**T-shirts:** Festival T-shirts will be provided for all participants.

Revised August 2006