**ATTACHMENT ONE:**

**GENERAL FESTIVAL INFORMATION**

**UNIVERSITY OF NOTRE DAME**

**53RD COLLEGIATE JAZZ FESTIVAL**

**Venue** - This marks the tenth year that the Collegiate Jazz Festival will be held in Washington Hall on the campus of the University of Notre Dame. Built in 1881, Washington Hall is a small theatre with wonderful acoustics. There is little need for amplification of ensembles, although microphones will be available for soloists.

**Arriving at Notre Dame** - Notre Dame is a closed, pedestrian campus, meaning that motor vehicle access to campus is restricted. To enter the campus, proceed to the North gate, located on Holy Cross Drive, off of Wilson Drive, off of Douglas Rd. (see map). When arriving at the gate, inform the officer that you are performing at the Collegiate Jazz Festival and that you need vehicle access to Washington Hall.

**Unloading** - After passing through the gate, continue west on Holy Cross Dr. for two blocks to Lot A15. Cars may park there. Buses can unload/load there but must park in Lot D2 along Wilson Dr. From Lot 15, walk south to Washington Hall (see map). Small vans or trucks with heavy equipment may turn onto St. Joseph Dr., followed by a right onto Cavanaugh Dr. Continue straight until arriving at Cavanaugh Circle, which is located directly next to LaFortune Student Center. Here you will be able to unload equipment, and then return to park in Lot A15 (small vehicles) or Lot D2 (large vehicles). Enter Washington Hall through the east side door. Please note that the stage for Washington Hall is not located on ground level, and there are no freight elevators. All equipment will need to be lifted up a narrow flight of stairs.

**Parking** - Parking is not permitted at Cavanaugh Circle, so after unloading, vehicles must proceed back around the circle to St. Joseph Dr. Making a left on St. Joseph Dr., proceed back to Holy Cross Dr. and make a left (west) for Lot A15 (cars & vans) or right (east) for Lot D2 (trucks & buses).

**Festival Check in** - Band directors are required to check in **one hour** prior to their performance time at Washington Hall in the lobby. Note that Notre Dame is on Eastern Standard Time so be sure to adjust your arrival time accordingly if you are traveling from outside our time zone.

**Performance Time** - Each ensemble is permitted no more than 30 minutes of performance time (actual playing time, not including warm-up, set-up, or clinic after performing), so please arrange your performance program accordingly. Bands that program over a 30-minute performance will be penalized one division ranking.

**Instrument Storage and Warm Up** - A large warm-up room will be available for your use beginning about 45 minutes prior to your performance time. The room does not have a piano, drum set, or guitar/bass amps, but has plenty of room for instrument cases and coats. Drum set and amps should go directly to the backstage area. Notre Dame is not responsible for misplaced or stolen equipment or instruments. However, we have never had a problem with equipment or instruments being misplaced or stolen.

**Behavior** - Festival participants are expected to act as a mature, music appreciating audience. For the benefit of all participating ensembles, disruptive behavior will not be tolerated during any portion of the festival.

**Clinics** - A free clinic given by the festival judges will take place on Saturday morning at 10:00 a.m. in the main rehearsal room of the Ricci Band Rehearsal Hall. All festival participants as well as interested individuals are encouraged to attend. Following the large, group clinic, the judges will be available to meet with musicians and to answer questions.

**Judges’ Jam** - The CJF judges will perform a set at the end of the Friday night session. Unscripted and full of surprises, this “jam session” by world-class jazz musicians is always one of the Festival highlights, and a performance your students will want to witness.
Judging- Ensembles are judged by the Festival’s judging panel on their performance, specifically on musicianship (technique, tone quality, dynamics), rhythmic feel, ensemble feel, (precision, intonation, balance), soloists, overall creativity, choice of music (quality of arrangements, difficulty), and overall performance (impact, communication, intensity). Each judge will independently assign performance points for the ensembles after they have completed their set. Performance points from each judge will then be compiled and averaged, and a Division I, Division II, or Division III ranking will be assigned to each ensemble. Note however that bands leave Notre Dame unranked in relation to other performing ensembles, and that scores are provided for the sole purpose of helping the ensemble leader evaluate their group’s performance. Further, judges will have the opportunity to assign certificates to ensembles and individual musicians for what they perceive to be exceptional talent. Ensemble leaders will receive adjudication results as well as comments and certificates when they become available for distribution.

Recording- Due to licensing restrictions, Notre Dame is no longer able to make available recordings of CJF performances. You are welcome to bring a digital recorder with which to record your own group.

Lodging- Each band is responsible for its own hotel arrangements, assuming an overnight stay at Notre Dame. The following is a list of hotels within 2 miles of Notre Dame, listed in order of their proximity to campus. You may also check the South Bend-Mishawaka Convention and Visitors Bureau online at http://www.exploresouthbend.org/ > Visitor Info > Accommodations > Hotel/Motel.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<td>Morris Inn</td>
<td>Notre Dame Avenue, Notre Dame</td>
<td>574-631-2000</td>
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<tr>
<td>Inn at Saint Mary's</td>
<td>53993 US 933 North, S. Bend</td>
<td>574-232-4000</td>
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<tr>
<td>Hilton Garden Inn</td>
<td>53995 State Road 933, S. Bend</td>
<td>574-232-7700</td>
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<tr>
<td>Fairfield Inn, 1220 E. Angela</td>
<td>S. Bend</td>
<td>574-234-5510</td>
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<tr>
<td>Microtel - 222 S. Dixie Way</td>
<td>S. Bend</td>
<td>574-273-4300</td>
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<tr>
<td>Jameson Inn - 215 S. Dixie Way</td>
<td>S. Bend</td>
<td>574-277-3211</td>
</tr>
<tr>
<td>Ivy Court Inn-</td>
<td>1404 Ivy Road, S. Bend</td>
<td>574-277-6500</td>
</tr>
<tr>
<td>Howard Johnson - 130 S. Dixie</td>
<td>S. Bend</td>
<td>574-272-7900</td>
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<tr>
<td>Holiday Inn Express -</td>
<td>515 N. Dixie Way, S. Bend</td>
<td>574-968-8080</td>
</tr>
<tr>
<td>Knigh'ts Inn - 236 N. Dixie Way</td>
<td>S. Bend</td>
<td>574-277-2960</td>
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<tr>
<td>America’s Best Value Inn -</td>
<td>425 N. Dixie Way, S. Bend</td>
<td>574-277-7700</td>
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<tr>
<td>Quality Inn - 515 N. Dixieway</td>
<td>S. Bend</td>
<td>574-272-6600</td>
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<tr>
<td>Comfort Suites - 60971 U.S.31</td>
<td>S. Bend</td>
<td>574-291-3100</td>
</tr>
<tr>
<td>Waterford Estates -- 52890</td>
<td>Indiana 933, S. Bend</td>
<td>574-272-5220</td>
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<tr>
<td>Hampton Inn - 52709</td>
<td>Indiana 933, S. Bend</td>
<td>574-277-9373</td>
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Food- Because of Washington Hall’s historic designation, food and drink are not permitted in the facility. However, LaFortune Student Center is located next to Washington Hall, offering pizzas (Sbarro), sandwiches (Subway), fast food (Burger King), and a convenience store. Off campus, there are many restaurants located on Indiana 933 (Dixieway), located west of the university, offering a wide variety of fast food and chain restaurants. Just south of campus are Five Guys (burgers), Chipotle and Hot Box Pizza.

Festival Admission- Admission to all events will be free for performers, and we hope you will listen to other groups perform. For others, the performances will cost $5 for one concert session, and $8 for both sessions. Tickets will be available at the door and by calling the LaFortune Student Center (two weeks prior to the event) at (574) 631-8128.

Information- Contact Sy Doan, this year’s festival director, with any questions. You may contact him at the Student Union Board office, 574-631-6171, or by e-mail at cjf@nd.edu. Information is also available on the website at http://sub.nd.edu/cjf/.
DIRECTIONS to WASHINGTON HALL at the UNIVERSITY OF NOTRE DAME

EXIT 77

INDIANA TOLL ROAD

INN at ST. MARY'S

933

DOUGLAS ROAD

ST. MARY'S COLLEGE

DIRECTIONS

From the North:
Take the Indiana Toll Road to Exit 77.
After paying your toll, continue 0.8 miles to the stoplight.
Turn right (south) onto the main highway, State Road 933.
Go south about a block (0.1 miles) to the stoplight.
Turn left (east) onto Douglas Road.

From the South:
Take Business 31 (State Road 933) north through the city of South Bend, just past the Notre Dame campus, to Douglas Road
Turn right (east) onto Douglas Road.

Then:
Go 0.8 miles east on Douglas Road to the stoplight at Juniper Road.
Continue east 0.2 miles to the first right at Wilson.
Turn right (south) onto Wilson.
Go south on Wilson 0.2 miles to the stop sign at Holy Cross Drive.
Turn right (west) on Holy Cross Drive. Go 0.2 miles east
to the Stop Sign at the Guard Gate.
Identify yourself as a CJF participant.
Continue west on Holy Cross 0.1 miles to the stop sign at St. Joseph Dr.
Continue west on Holy Cross 0.2 miles to parking lot A15, on your left.

Unloading and Parking:
- Buses may unload at A15, and then will return to Wilson Drive to park in lot D2 north.
- Cars or vans may park in A15 (room permitting) or in D2.
- From A15, walk south (going to the left of the Golden Dome) approximately 100 yards to Washington Hall. Enter at the stage door on the east side.
- Heavy equipment in cars or vans may be unloaded at the east side of Washington Hall by following St. Joseph Drive south and Cavanaugh Drive west (see map). Buses are not permitted on Cavanaugh Drive, and participants’ vehicles may not park there.