District 2
Jazz Festival Handbook
2025-2026

Hosted by Lamoille Union MS/HS
Hyde Park, VT

Friday, February 6th
&
Saturday, February 7th

Important Dates for the '25-'26 District II Jazz Festival

Event	Date
Auditions (high school) and nominations (middle/elementary school) due	Saturday, November 15th (Same day as North East HS Auditions @ Newport)
High school auditions scored	Saturday, November 22nd
Sheet music sent out to schools	Saturday, December 6th
Participation fee due	Saturday, December 13th
Festival: Day 1 (High school ensembles only)	Friday, February 6th
Festival: Day 2 (All ensembles)	Saturday, February 7th

Who Does What

Festival Director:

The Festival Director shall:

1. Secure an appropriate venue (typically a host school) for the festival:
    a. Ensure that said venue is aware of the number of rehearsal spaces required and has them available
    b. Develop a schedule for the festival with the venue
    c. Ensure that said venue is covered by insurance. (At minimum for the day of the festival itself)
    d. Provide said venue with a tech rider inclusive of all lighting and sound needs. (Communicate with the Managers to ensure that everything is accounted for)
    e. Work with the venue to ensure that festival attendees can access meals
2. Secure Ensemble Managers, Guest Conductors, and Guest Performers:
    a. Complete agreements with **Guest Conductors** and **Guest Performers**
    b. Be specific with all deadlines, dates, and times.
3. Provide a schedule for deadlines related to the festival:
    a. Audition/nomination deadlines
    b. Acceptance deadlines (for use primarily with HS groups if alternates are identified)
    c. Meal count deadlines
4. Provide information about the festival, including but not limited to:
    a. Festival schedule & room assignments
    b. Map of rehearsal areas (if necessary)
    c. Meal information (including options and costs)
    d. Concert admission costs (if any)/suggested donations
5. Establish equipment needs of each group by coordinating with:
    a. HS Band manager
    b. HS Chorus manager
    c. MS Band manager
    d. MS Chorus manager
    e. Young Lions manager
6. Create and print programs for the concert.

Ensemble Managers:

The Ensemble Manager shall:

1. Communicate with the conductor regarding:
    a. Works to be included on the program, including needs around purchasing, no less than 12 weeks prior to the festival.
        i. Provide past programs
        ii. Send lists of available works/libraries:
        VMEA Library
        NEMFA Library
        Vermont ACDA (requires an ACDA membership; if not you, ask someone in the district who's a member to give you a hand)
    b. Program information including bio and program order (To be submitted to the Festival Director no less than 4 weeks prior to the festival.)
    c. Conductor's note to students in the ensemble
    d. Logistical needs (specific instruments, staging, sound support, etc.)
    e. Meal requests (connect with accompanists as well)
2. Order new music for the ensemble if needed. (Coordinate with the Festival Director re. funds/pieces we already have.)
3. Communicate with the Festival Director regarding:
    a. Program information including bio and program order
    b. Lighting and sound needs
    c. Equipment needs
4. Assemble & distribute student folders, including:
    a. Sheet music
    b. Information re. dress code, meals, schedule, etc.
    c. Conductor's note
    d. Director's note
5. Make arrangements for equipment & logistical needs, including:
    a. Acquiring rhythm section instruments/gear for your rehearsal room
    b. Acquiring any necessary sound support/PA for your rehearsal room. (For your conductor and/or ensemble.)
    c. Communicating with the festival director regarding the number of seats/stands required for rehearsal space
6. Be present with the group throughout the day:
    a. Take attendance at the start of the first rehearsal to ensure everyone is present and accounted for
    b. Help coordinate transitions between activities and locations
    c. Help with staging/transitions for the dress rehearsal & concert
7. Collect sheet music at the end of the concert and return to the library or owner in a timely manner (In score order, please and thank you!)

8. Expect to be thanked profusely for all of their hard work! :)

Host School Music Faculty:

The music faculty at the host school shall:

1. Work with the festival director to construct a schedule for the festival
2. Work with the festival director and ensemble managers to provide spaces and equipment for ensembles
3. Assist in the transportation and setup of equipment prior to, during, and after the festival
4. Oversee logistics around providing food for the attendees of the festival as agreed upon with the festival director

Guest Conductors:

Ensemble Conductors shall:

1. Complete a **Guest Conductor Agreement** with the Festival Director outlining:
    a. Timeline/deadlines
    b. Compensation
2. Create a program (no less than 12 weeks prior to the festival) that reflects:
    a. Student ability
    b. Availability of literature based on accessible libraries
    VMEA Library
    NEMFA Library
    Vermont ACDA
    c. Past programs (avoiding repeated material within a reasonable window)
3. Communicate with the Ensemble Manager regarding:
    a. Program information including bio and program order (To be submitted to the Festival Director no less than 4 weeks prior to the festival.)
    b. Conductor's note to students/teachers
    c. Logistical needs (specific instruments, staging, sound support, etc.)
    d. Meal requests (for the day of the festival)

Guest Performers:

Guest Performers shall:

1. Complete a **Guest Performer Agreement** with the Festival Director outlining:
    a. Services provided
    b. Suggestions regarding programing
    c. Compensation
2. Communicate with the Festival Director regarding equipment needs. (In particular, confirming available backline/preferences around supplied backline vs. BYO backline.)
3. Arrive on site no less than 60 minutes prior to the start of the performance.

Adjudicators (HS Band):

Adjudicators of the HS Band shall complete the tasks below in a timely fashion, adhering to deadlines set by the Festival Director:

1. Listen to all recorded auditions submitted for consideration
2. Provide specific positive reinforcement and constructive feedback to students
3. Base their assessment solely on the audition materials provided, giving no additional considerations based on prior auditions or knowledge of/educational relationship with the student

Music Directors/Teachers:

Music Directors/Teachers shall:

1. Update school enrollment numbers in order to keep accurate attendance quotas
2. Nominate students for the MS ensembles by the deadline
3. Submit audition recordings for the HS ensembles by the deadline
4. Procure all necessary forms and information:
    a. Permission slip (as required by your school for your records)
    b. Medical form (as required by your school for your records)
    c. Meal count (to be submitted to the Festival Director)
5. Assist students in preparing programmed music prior to the Festival
6. Make themselves available during the festival to:
    a. Assist managers and conductors as needed
    b. Chaperone students

Students:

Students shall:

1. Submit forms and audition materials in a timely fashion, meeting all deadlines.
2. Prepare music prior to the Festival to the best of their ability.
3. Come to the Festival with:
    a. Sheet music
    b. Instrument (if applicable)
    c. A pencil (or two...or three)
    d. A water bottle
    e. Food (lunch & dinner)
    f. Concert attire (**all black**)
4. Represent themselves, their school, and the greater musical community honorably by being respectful of:
    a. Themselves
    b. Others
    c. The venue/equipment therein

Nomination / Audition Process:

Group	Grades Eligible	Approximate Group Size	Nomination or Audition
HS Band	9-12	18-20 Traditional Instrumentation ('25-'26)	Audition
HS Chorus	9-12	25-30	Audition
MS Band	7-8	20-30 INSTRUMENTATION (traditional vs. extended) TBD	Nomination
MS Chorus	7-8	25-30	Nomination
Young Lions (instrumentalists and/or vocalists)	6	25-30	Nomination

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Nominations:
Nomination forms are to be submitted by the deadline as put forth by the Festival Director. Quotas for maximum participants per school will be based on information collected at the District level. '25-'26 note: Guidance here is to nominate generously, making sure your priority for acceptance is clear throughout the numbers and comments in the nomination form. We'd rather have a few too many nominations/try to make extra room in the ensembles than have empty spots at the festival!

Auditions:
HS Band and HS Chorus auditions will be submitted via audio or video recording ('25-'26). It is the teacher's responsibility to ensure that academic integrity is maintained throughout the audition submission process.

Audition Requirements & Materials Linked Here
(Auditions required for high school students only. Middle school by teacher nomination)

HS Audition Materials (Charts & Backing Tracks): '25-'26 Have You Met Ms. Jones

HS Band Audition Rubric

HS Chorus Audition Rubric

Nomination & Audition Forms:

HS Band Audition Form

HS Chorus Audition Form

MS Band Nomination Form

MS Chorus Nomination Form

MS Young Lions Nomination Form

Fees

High School Festival Fee - 2 day festival experience: $80 (per student attending)
Middle School Festival Fee - 1 day festival experience: $40 (per student attending)
(Note: $5 included in the festival fee to cover PIZZA PARTY DINNER on concert night!!!)
Once invoices go out, we do not amend for cancellations.
Please make checks payable to "Stowe School District" and put "District 2 Jazz Festival" on the memo line.
Please mail checks to:
Stowe High School
attn. Andy Gagnon
413 Barrows Rd, Stowe, VT 05672
As the budget is built under the assumption all accepted students are attending, festival fees are non-refundable.

Concert Admission:
Admission to the evening concert is to be free.

Suggested donations are acceptable:

Suggested Donations	
Adult	$5
Student/child	$3
Senior Citizen	$3
Family	$15

Festival Schedule (Day Of) Linked Here
Note: This is a working schedule and is subject to change!

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Additional Information:

Medical Needs/Accommodations

Please be sure to provide your building nurse with a list of the students attending the festival and forward any pertinent medical needs/accommodations to the appropriate manager.

Food!

Students should plan on bringing their own lunch and snacks for all days of the festival in which they are participating.

A pizza dinner will be provided by the festival before the concert on Saturday night.

Concert Attire

All black. Look spiffy!

Transportation

All students must arrive at and depart from the festival via school transportation, a parent/guardian, or an adult specifically given permission to transport a student by said student's parent/guardian. There are to be no student drivers to/from/during the festival. (This includes students driving by themselves.)