



CONN-SELMER, INC.



CONN-SELMER CENTERSTAGE JAZZ BAND 2016 INFORMATION LETTER

INFORMATION LETTER

On behalf of Musicfest Canada, our presenting sponsors, and in particular the Honour Ensemble Team, we welcome you to the 2016 "The Nationals". You are a member of a 19 piece ensemble of Canada's most outstanding young musicians. We anticipate that you will be performing for over 800 people at the headline concert at CentrepoinTE Theatre, 101 CentrepoinTE Dr, Nepean, ON K2G 5K7

The following information will help make this a memorable event in your musical career. If you have any questions, please do not hesitate to contact us.

REGISTRATION FORM AND LETTER OF UNDERSTANDING

Your application has been accepted and by now you should have received an e-mail welcoming you to the ensemble and encouraging you to register at your earliest convenience.

If you have not done so already, please complete the online Registration Form. Most of the information was already input as part of your application, but we now need a few more details such as your travel and accommodations information.

To register:

- a) Visit the Musicfest Canada website at www.musicfest.ca
- b) Select "Login" found on the red navigation bar
- c) Select the "Honour Ensemble Member/Applicant" link
- d) Enter your e-mail address and password
- e) Complete and/or edit your Registration Form. Make sure you complete all fields
- f) Click on the "Save" button

You can access this form any time and add or change information such as airplane flight information as it becomes available.

SPONSORSHIP/REGISTRATION FEE

There is **NO** participation/registration fee to perform with any of the honour ensembles. Musicfest Canada and their sponsors underwrite the operating costs associated with the ensembles. Those costs include conductors, music, rehearsal space, clinicians, guest soloists, musical equipment, technical staff and concert venue. The objective is to provide a special educational opportunity for Canada's most outstanding young musicians.

PARTICIPANT ACCOMMODATION

Accommodations for honour members, directors, and staff have been arranged at the University of Ottawa Residence, 90 University Ave., Ottawa, ON, K1N 1H3. It is a 2 bedroom suite with double bed in each bedroom, private bathroom, kitchenette with fridge & microwave. No Utensils and No Dishes provided Linens & towels provided. Wireless internet is included in all guestrooms

Members of the honour ensembles are encouraged to stay at the University of Ottawa, but ARE NOT required to do so. Some members of the ensemble will be traveling with their own school groups and others are local students who already have accommodations in the area.

For those wishing to stay at the University of Ottawa, the cost is \$375.00 for the week. All meals will be the responsibility of the individual. Cheques should be made payable to Musicfest Canada and mailed to 311 Main St., Exeter, ON N0M 1S7 by **April 8, 2016**.

Musicfest is subsidizing the cost to have participants reside close to the rehearsal locations. Because these rooms are subsidized, they are limited to members of the honour groups and can only be booked through the Musicfest Canada office. These arrangements are limited to six (6) nights only.

If you require accommodations, please indicate so on your online registration record by **April 1, 2016** so we can make the proper arrangements. If you have a preference for the person sharing the room, please indicate that on your online registration.

Check In: Sunday May 8, 2016 4:00pm– 7:00pm

Check Out: Saturday May 14, 2016 10:00am

RELATIVE/FRIEND ACCOMMODATION

If you have relatives from out-of-town who plan to stay in Ottawa and would like to access the Musicfest convention rate, please contact Michelle Hern at Ellison Travel and Tours, [1-800-265-7022](tel:1-800-265-7022). These rooms are limited to parents, relatives and friends of participants of the Honour Ensembles.

CURFEWS

Because of the age of the majority of the band, no curfews will be imposed. It is expected that all ensemble members will use their common sense in this regard. The schedule is heavy and it is vitally important that all members remain in the best of mental and physical health by maintaining a healthy rest schedule. HOWEVER, we recognize that we do have

some members who are below the age of consent. We would be pleased to conduct an evening check in/curfew with any members so indicating on the registration form.

SOCIAL EVENTS

Musicfest has sponsored a number of musical and non-musical social events for the honour ensemble participants. These events include concerts presented by Musicfest, and will be announced at the welcome reception on Sunday evening (see below). All honour ensemble members are invited and there is no charge.

WELCOME RECEPTION

The welcoming PIZZA PARTY/RECEPTION will take place Sunday, May 8 at 7:00 PM, including Brian Engstrom, Canadian Manager for Conn-Selmer, the name sponsor of the band. You will be able to meet all of the Honour Ensemble Team and fellow ensemble members. A short “read-through” rehearsal will follow the reception. Both events will take place in Frieman Hall, Perez Building, 50 University Avenue, Ottawa, ON K1N 6N5.

FOOD

The schedule allows for a reasonable start time each day, along with lunch and supper breaks (or free time). Each member is responsible for his or her own breakfast lunch, and dinner. No group meals have been scheduled beyond the opening and closing receptions. Refreshments will be available at all rehearsals. Fast food and restaurants are within easy walking distance.

TRANSPORTATION TO OTTAWA

Transportation to and from Ottawa is the responsibility of each individual musician. Ellison Travel and Tours can make arrangements either by air, train or bus and they will find the lowest possible price. For information, contact Michelle Hern at 1-800-265-7022 or e-mail at michelleh@ettravel.com.

TRAVELING BY AIR

Please ensure you complete the “Transportation” section of the online Registration Form. It is important that we have your flight information. Unless there are circumstances beyond our control, we will pick you up and deliver you back to your terminal. The University of Ottawa is located approximately 35 minutes from the Ottawa International Airport (except at rush hour, which can be up to 1 hour).

When you arrive, remain at the baggage carousel. Unless there is a traffic delay you will be met promptly by Musicfest staff that will be easily identifiable either wearing a Musicfest T-shirt and/or carrying a Musicfest sign. If your plane arrives early, please wait in the terminal at the baggage carousel. We will also be tracking your flight on Flytecomm.

If you are delayed, or no one picks you up within 20 minutes of the flight times you recorded on your registration form, please call us. The head of transportation is Thaddeus Howard and his cell is 702-301-8939. Finally, make sure that your cell number, if you have one, is recorded on your registration form.

PARKING

For those staying at the University of Ottawa or driving in each day, paid parking is available. Parking costs vary depending on which lot you select. The most convenient lot is in front of the Residence building.

TRANSPORTATION TO ORGANIZED EVENTS

Appropriate transportation will be provided by Musicfest Canada to all scheduled group events. Everyone will be notified of the shuttle schedules. Anyone missing the departure deadline will be responsible to get themselves to the location.

All other travel arrangements while in Ottawa are the responsibility of each ensemble member.

REHEARSALS

The Conn-Selmer Centerstage Jazz Band rehearsals will take place at the University of Ottawa, Frieman Hall, Perez Building.

MUSICFEST CANADA

All honour ensemble participants will receive Musicfest Canada accreditation (participant passes) and will have access to all clinics, workshops and concert performances from May 9-13. Additional registration to attend events is not required. As concert seating can be limited, performers must request seats in advance.

SCHOLARSHIPS

All honour ensemble participants are automatically considered for scholarships providing they applied for the "Band and Scholarships" on the on line registration. If you are not sure, please go on line and check your "scholarship status." **NO SEPARATE RECORDING FROM YOUR ORIGINAL SUBMISSION IS/WAS REQUIRED.** The scholarships include the NAC Scholarships, Rico Golden Reed, Lou Williamson Foundation scholarships and other scholarships from Wick, Dream, Rico, Pearl and various colleges, universities and camps. For a complete list go to www.musicfest.ca.

FREE TIME

You may use this time to practice, attend Musicfest events or tour Ottawa.

SCHEDULE

The preliminary schedule is attached and will be posted on the Musicfest Canada website. Minor modifications may be required in order to fine-tune it, but for the most part, it is set.

You will be provided with a final schedule upon arrival in Ottawa. It will be distributed at the welcome reception at 7:00 p.m. on Sunday, May 8.

ATTENDANCE AT REHEARSALS

Attendance at all rehearsals and dress rehearsals is mandatory. All ensemble members must be present and ready to play at the scheduled time. If you have a performance conflict with your school band, you must inform one of the Honour Team members well in advance.

ENSEMBLEMANAGERS

The Ensemble Managers have extensive experience with bands and tours. They will represent Musicfest Canada and will act as the onsite managers for the band. They will be staying at the University of Ottawa and are well equipped to handle any emergencies, special requests and will coordinate transportation. A contact cell phone number will be provided when you arrive in Ottawa. Their decisions regarding the management aspect of the ensemble will be final.

SECTIONALS

In addition to the full ensemble rehearsals, Tuesday morning has been set aside for sectional rehearsals with the Conn-Selmer Centerstage Jazz Band. Sectionals are mandatory.

DRESS CODE

For the headline concert, members of the Conn-Selmer Centerstage Jazz Band will be expected to dress in regular jazz concert attire. Gentlemen and ladies must wear appropriate concert clothing; black or dark pants, black shoes and white shirt. Your Conn-Selmer Centerstage Jazz Ensemble Jacket will be provided.

Any questions regarding appropriateness of dress should be addressed to one of the Ensemble Managers. Limited dressing rooms facilities will be available at the Isabel Bader Theatre. The Theatre is less than a 5-minute walk from the residences.

GUEST TICKETS TO THE CONCERT

The Gala Concert for the Conn-Selmer Centerstage Jazz Band will be held on Friday, May 13 at CentrePointe Theatre and we anticipate a capacity crowd. CentrePointe Theatre is located at 101 Centrepointhe Drive Ottawa, ON K2G 5K7..

Musicfest is not allowed to sell tickets to that, or any other concert. All concerts are “for participants only” and only registered participants will be seated. Everyone at Musicfest realizes that many of you have friends and or relatives that will want to attend. The only way that can happen is for them to “register” as participants. That means that as registered

participants they will be able to attend all Musicfest events, including workshops and admission to the evening concerts.

There will be a very limited number of these passes available. Musicfest is planning to hold back 40 seats (approximately 2 per ensemble member). Some ensemble members will not use their allotted seats, so there will be a few extras. However, in the end, the limit will be 40 for the whole band. The cost will be \$25.00 to “register.” To book seats, please do so on your online record and e-mail administration@musicfest.ca with your “wish list.” Musicfest will confirm the actual number in late in April. If you do not need any seats, please do not make a request. We will collect payments and distribute tickets when you arrive in Ottawa.

CONTROLLED SUBSTANCES

All ensemble members must abide by the laws and regulations of the Province of Ontario and the Country of Canada, including but not limited to the smoking of tobacco products; the consumption purchase and distribution of alcohol; and the use and/or distribution of illegal narcotics. In addition, no alcohol or tobacco will be permitted

CONTACT INFORMATION

Thaddeus Howard Transportation	702-301-8939	702-269-9026	thaddeus.howard@musicfest.ca
Jim Howard Executive Director	702-269-9097	702-301-8939	jim.howard@musicfest.ca
Cathy Ellison Ellison Travel & Tours	800-265-7024	519-235-2061	cathye@ettravel.com