



National Jazz Festival

AN ANNUAL JAZZ FESTIVAL INSPIRING HIGH SCHOOL
AND MIDDLE SCHOOL MUSICIANS TO TAKE JAZZ TO THE
NEXT LEVEL THROUGH EDUCATION, COLLABORATION AND
CELEBRATION

Festival Official Rules

TERMS AND CONDITIONS

1. **NJF Performance Code Of Conduct:** As director/school representative, I declare that our school will follow all the National Jazz Festival rules and regulations. We enter the NJF promising to uphold the integrity of the festival and look forward to participation in a fun and fair environment.
2. **Canceled event:** the NJF reserves the right to cancel the festival due to circumstances related to travel/venue/city restrictions, lack of participation or funding.
3. **The NJF will not be liable for any traveling costs associated with a cancellation of the event.** We strongly recommend travel insurance for all expenses.
4. **Refund Policy:** Schools that cancel will receive a refund if the cancellation is received as follows: Refunds will be given if the cancellation for bands or performers is made prior to January 17, 2027. No refund will be given if cancellation is made after that date.
5. **Force Majeure.** In the event National Jazz Festival is unable to perform its obligations or is unable to utilize the Convention Center License Area in accordance with the terms of and as contemplated by their Agreement as a result of natural disaster, riot, war, civil disorder, Acts of God export/import embargo, court order or any other causes beyond our reasonable control and which it could not have prevented by reasonable precautions, NJF shall be entitled to terminate this Festival upon written notice thereby relieving NJF from further liability and obligations. Neither NJF nor the Philadelphia Convention Center shall be liable for any loss or damages suffered by the Festival participants. Customers shall not be entitled to a refund of any deposits or other charges paid in advance to NJF after **January 17 2027.**
6. **Indemnification.** Festival participants shall defend, indemnify and hold harmless NJF and the Convention Center, its officers, agents and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Festival.
7. **Privacy/Images:** All individuals participating in any manner in any part of the Festival grant permission to the NJF to take and use: photographs and video images of Festival participants for unlimited use in news releases, advertisement, promotional, or other commercial purposes, including but not limited to web sites or other electronic media without any compensation to the Festival participant. All such photographic and video images, negatives, prints and digital reproductions shall be the property of the NJF.



GENERAL RULES FOR ALL PARTICIPATING ENSEMBLES

1. All ensembles and individuals must be registered by a school director or school official to ensure that the students are in “good standing” with their school and also to ensure that the school is aware of the students’ participation. This includes the Jazz Vocal Solo and Jazz Recording Arts Composition Categories.
2. All ensembles registering as “Competitive” must contain students from the same school district. Regional ensembles, State All-star ensembles, Community ensembles or ensembles composed of students from more than 2 schools in a district must perform in the “non-competitive” category.
3. Ensemble Division registration is determined by the highest grade level member.
*Example: A School district with 1 High School ensemble containing a middle school student can register competitively but must register in the High School Division. A Middle School ensemble containing a High School student for any reason must register in the High School Division or as non-compete.
4. Whenever possible all schools in each category and each performing group will be placed in the appropriate division by school population. Example: If the number of HS Large registrations exceeds 12 or 13 ensembles we then create HS Large Division L1 & L2 with 2 panels of adjudicators. We strive to divide schools at some point by total school populations. At the Awards Ceremony NJF would then have an L1 Division winner and an L2 Division winner. Schools electing the Jazz Master competitive option are all scheduled for Division 1 regardless of school population. Directors may request their ensemble perform in Division 1 regardless of school population but directors can not request a division one school population perform in division 3.
5. Whenever possible schools that register more than one ensemble will be in the same division. Ensembles will be received in order of registration. However, for schools that have more than one ensemble and wish not to compete against their own school, they can choose to perform in the non-competitive division or request the next size division. As the festival has grown so popular, NJF may over ride division school size placement due to the number of performing ensembles, travel time scheduling conflicts and NJF additional program participation.

6. The Instrumental “Jazz Masters” L1 Division is an opportunity for directors that primarily have Jazz as a class daily. It is an additional competitive division and does not replace our regular single division awards. Jazz Masters Division combines the adjudicated tally of 3 aspects of the NJF instrumental performance experience. Large Ensemble, Combo Ensemble and Sight Reading. Kendor Publications sponsors this project with a free commissioned Jazz composition written for your winning ensemble!
7. If a school has more than 1 ensemble in a performance category, each ensemble must be composed entirely by other (different) students or register as non-competitive. The only exception would be in instrumental ensembles where the student is playing an entirely different instrument in each ensemble. There are no exceptions in the vocal categories.
8. All self-reporting of school information, ensemble information, and individual information must be truthful. Ensembles or individuals reporting inaccurate or false information in order to gain a competitive advantage will be disqualified and not allowed to participate in future National Jazz Festivals.
9. All rules and regulations of each ensemble and individual category must be followed. Contact info@nationaljazzfestival.org with questions before registering

PERFORMANCE AND SET UP TIME RULES AND INFORMATION:

- For 2027 NJF participants will have tables in or near their performance area available to store your instruments. NJF recommends you assign chaperones to keep watch on your equipment while you and your students are enjoying the full day of activities.
- Plan on moving to your warm up/performance location about 10 minutes before your assigned time. Each ensemble will have @30 minutes to set-up and warm-up in your performance room. For instrumental ensembles the adjudicators come to your warm-up room. At the end of the warm-up session, the ensemble will be introduced to the audience and adjudicators to begin your performance.
- All ensembles are allotted a maximum of 20 minutes of performance time. Each ensemble will be timed from the first note of their first performance selection until the final cut-off of their final performance selection. Ensembles may not “restart” their performance for any reason. Once the clock starts it will continue to run. The 20 minutes of performance time is finite. Any ensemble exceeding the 20-minute performance time will be automatically disqualified. A timing of 19:59 or 20:00 is acceptable, however a timing of 20:01 is not. For competitive groups NJF adjudicators want to hear as much material as possible. Our festival performing ensembles come from far and wide. Our competitive divisions are quite strong. The adjudicators are looking for as much quality of performance as possible in your 20 minute performance slot!
- Following the performance, your ensemble will be given a few minutes of commentary from an NJF artist. We suggest that you record the feedback for later use. After which time you will have exactly 5 minutes to remove all belongings from the performance area as the next ensemble will be entering to begin their set up - warm up session. Taking longer than 5 minutes may lead to disqualification. Remember: The NJF Non-Compete division receives the same performance opportunities as the Competitive divisions but your adjudication score is not listed on the post festival

recap. The non-compete option allows the director to use the adjudicated score as a method of growth for your ensemble.

Feel free to contact info@nationaljazzfestival.org with questions.
Our mission is to help you perpetuate our beloved artform of Jazz!



MUSICAL SCORES & SOLOIST DETAILS

Directors must provide each of the 2 NJF adjudicators a conductors score for each piece being performed and include a list of the soloist information

(instrument and name) This information and your program information with your ensemble members names must be uploaded to the NJF 2027 Festival Information Upload Folder by March 1 2027. YES PHOTOCOPIES* ARE FINE! If you would like your original scores returned please retrieve them before you leave the performance room. For Jazz Combo Division, copies of lead sheets are fine if a score of the arrangement does not exist.

*There is no access to a photocopy machine at the Pennsylvania Convention Center.

A NOTE ABOUT EQUIPMENT SUPPLIED IN NJF DIVISION CATEGORY ROOMS:

With the size of this festival NJF cannot supply performance rooms with any type of electronic back line. (ie: keyboards & amps) We have tried but it became problematic with logistics, cost and the consistency of quality equipment. We have found success in the percussion category with [O'Brien Percussion Rentals](#). [Percussion Rental Faqs](#)

All equipment must be returned immediately following each performance.

LARGE ENSEMBLE ROOMS SUPPLIED EQUIPMENT:

COLLEGE, HIGH SCHOOL & MIDDLE SCHOOL INSTRUMENTAL GROUPS

25 Music Stands

(1) Power Strip. A suggestion for easy hook-up would be to make sure you bring extension cords for all your electronics so that you can set up quickly and easily to the PCC 1 supplied power cord. Practice & expedite your set up before the festival date! (1) PCC House Wired Microphone for Speaking or "Upfront Soloists". You may use the house microphone for solos if you choose to do so. The sound comes from the ceiling speakers. You may bring any additional equipment, including sound systems, amplifiers, percussion, or anything else. The only limitation is the 30 minute warm-up period and 5 minute exit time following your

brief NJF artists verbal commentary. In that 5 minute period all your equipment must be removed from the performance room. Failure to follow these timing rules may result in your ensemble being disqualified or moved to the non-compete category.

Practice & expedite your set up and tear down before the festival date!



SMALL INSTRUMENTAL ENSEMBLE ROOMS: COLLEGE, HIGH SCHOOL & MIDDLE SCHOOL INSTRUMENTAL GROUPS

10 Music Stands

(1) Power Strip. A suggestion for easy hook-up would be to make sure you bring extension cords for all your electronics so that you can set up quickly and easily to the 1 PCC supplied power cord. Practice & expedite your set up before the festival date! (1) PCC House Wired Microphone is supplied for Speaking or “Upfront Soloists”. You may use the house microphone for solos if you choose to do so. The sound comes from the ceiling speakers. You may bring any additional equipment, including sound systems, amplifiers, percussion, or anything else. The only limitation is the 30 minute warm-up period and 5 minute exit time following your NJF artists verbal commentary. In that 5 minute period all your equipment must be removed from the performance room. Failure to follow these timing rules may result in your ensemble being disqualified or moved to the non-compete category. Practice & expedite your set up and tear down before the festival date!

JAZZ COMBO ROOMS:

8 Music Stands

Maximum 8 musicians performing per selection

(1) Power Strip. A suggestion for easy hook-up would be to make sure you bring extension cords for all your electronics so that you can set up quickly and easily to the 1 PCC supplied power cord. Practice & expedite your set up before the festival date! (1) PCC House Wired Microphone is supplied for Speaking or “Upfront Soloists”. You may use the house microphone for solos if you choose to do so. The sound comes from the ceiling speakers. You may bring any additional equipment, including sound systems, amplifiers, percussion, or anything else. The only limitation is the 20 minute warm-up period and 5 minute exit time following your NJF artists verbal commentary. In that 5 minute period all your equipment

must be removed from the performance room. Failure to follow these timing rules may result in your ensemble being disqualified or moved to the non-compete category. Practice & expedite your set up & tear down before the festival date!



ALL VOCAL JAZZ DIVISIONS

LARGE, SMALL AND A CAPPELLA VOCAL ROOMS:

6 Music Stands

We supply 16 Vocal Microphones (wired) with sound system and reverb effect (if desired). If your ensemble requires additional microphones contact NJF for the additional charges.

You may bring any additional performing equipment including your rhythm section equipment, however you may not bring a vocal PA system.

All vocal groups must use the house vocal system and when available the NJF provided rhythm section backline to expedite performance time. You or an assigned representative may guide the PCC sound engineer in tweaking the house system for your performance and solos during your 30 minute warm up. The only limitation is you have 5 minutes following your performance and the brief NJF artist commentary for all your equipment to be removed from the performance room. Failure to follow these timing rules may result in your ensemble being disqualified or moved to the non- compete category. A suggestion for easy flow would be to make sure you bring extension cords for all your electronics so that you can set up quickly and easily to the 1 PCC supplied extension cord.

Practice & expedite your set up & tear down before the festival date!

