



Director Instructions

1. **RULES AND REGULATIONS** and driving directions are available to print out on our website. Please take a moment to review them and note any changes that may have been made since last year.
2. **RHYTHM EQUIPMENT** may be stored in the South hallway off the stage ramp beginning 40 minutes before scheduled performance time. If equipment is left past the allowed time, it will be removed to a less crowded area where we cannot be responsible for its safekeeping. We cannot be responsible for lost or stolen articles.
3. **SPECIAL SET-UP** requires advance notice. Please notify the registration desk immediately and provide a diagram of the special stage set-up. We will do our best to accommodate your needs.
4. **ABSOLUTELY NO DRUGS OR ALCOHOL** will be allowed on campus. Anyone found in violation will be immediately turned over to the proper civil authorities.
5. **ALL GROUPS AND CHAPERONES** in private vehicles should use the Green Parking Lot entrance. After unloading your equipment, your vehicle must be parked in a proper parking space or it may be ticketed or towed away. Only one slot per vehicle, please. F/S spaces are reserved for faculty and staff from 6:00 a.m. to 5:30 p.m. on Friday and are subject to ticketing. The festival will not be responsible for any action taken by Clark College Security for any infraction.
6. **GUESTS ATTENDING** may park in any campus parking space in any parking lot. No special parking permit is necessary. F/S spaces are reserved for faculty and staff from 6:00 a.m. to 5:30 p.m. on Friday and are subject to ticketing. The festival will not be responsible for any action taken by Clark College Security for any infraction.
7. **COMPLIMENTARY ADMISSIONS** are limited to only four per jazz ensemble including the director. Please indicate your chaperones and directors on the personnel sheet you will turn into the registration desk. Admission for the festival is \$5.00 per person (children under 12 free).
8. **WARM-UP** is to be confined to the warm-up room. Please **DO NOT** play your instruments in the hallways at anytime during the festival.
9. **DIRECTORS: SCHOOLS WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO ANY OF THE CLARK COLLEGE FACILITIES.** Please make your students aware of this.
10. **CLARK HAS VERY LIMITED CHANGING FACILITIES.** Please come in concert attire.