

## **Commencement Bay Jazz Festival DIRECTOR INSTRUCTIONS:**

1. **RULES AND REGULATIONS** and driving directions are available to print out on our website. Please take a moment to review them.
2. **EQUIPMENT** may be stored in selected locations at each performance site. It is recommended to secure your instruments on your bus while at the festival. 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. **NO DRUGS OR ALCOHOL** will be allowed on the festival sites. Anyone found in violation will be immediately turned over to the proper civil authorities.
5. **ALL BUSES** will have designated parking.
6. **GUESTS ATTENDING** may park in any campus parking space in any parking lot.
7. **ADMISSION** to the day festival and evening finals competition/concert are given to directors, students who are performing, and **TWO** chaperones. Any and all additional chaperones or guests in attendance must purchase admission passes at the registration desks.
8. **WARM-UP** is to be confined to the warm-up room. Please do not play your instruments in the hallways at any time during the festival.
9. **SCHOOLS WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO ANY OF THE FIFE HIGH SCHOOL/COLUMBIA JUNIOR HIGH FACILITIES.**
10. For questions or concerns prior to or during the festival, please contact us at [commbayjazz@gmail.com](mailto:commbayjazz@gmail.com) OR call/text Festival Administrators:

Hayley Rathburn – Festival Coordinator  
(253) 334-2897

Karl Sorensen- Festival Administrator  
(253) 223-5858