

PERFORMANCE APPLICATION:

Read/Download to Prepare your documents prior to Submitting

JEN highly recommends you PREPARE your application materials PRIOR to attempting to complete the application to perform.

You will be asked for the information that follows below during the application process. Note mandatory questions are marked with a Red Asterisk and must be completed. Applications with incomplete information will be discarded.

- **JEN MEMBERSHIP ACCOUNT NUMBER** - This number can be found as you log into the JEN website next to your name. Please write it down in order to supply it when completing the application and to label your Support Materials appropriately. Remember, you must be a JENeral, corporate or Institution Member to apply.
- **IDENTIFY CO-PRESENTERS** if they are to be listed in the programming materials.
 - NOTE: You will be asked for Support Personnel for registration badges at another time. List only those that should be listed in the program at this time.
- **TYPE OF APPLICATION** - You will be asked to select the TYPE of application you are submitting.
 - Individual JENeral Members (\$84 level) may submit one application in each category, e.g. Performance, Clinic, Research and Symposium.
 - An Individual may NOT submit for another individual.
 - Corporate Members may submit up to three sponsored artists in each category.
 - Corporate Members must supply contact information for each artist in addition to the corporate artist representative's information.

REQUIRED SUPPORT MATERIALS:

Each type of application requires various types of support materials to be uploaded. The information below will assist you in preparing those materials ahead of time PRIOR to submitting your application. Materials MUST be labeled in accordance with the given instructions PRIOR to uploading to the JEN system. NOTE: Support Materials that are mislabeled cannot be linked to the appropriate application on the backend. Be advised that incorrectly labeled uploads will not be processed and will thereby cause your application to be eliminated from consideration. Use title case in all areas of this application and for labeling files for upload. Do not use all caps or all lower case. EX: These instructions are in title case. Do not use special characters, e.g. quotations, asterisks, etc.

PERFORMANCE APPLICATION REQUIRED SUPPORT MATERIALS:

- **High Res Photo** of the artist performer/presenter or ensemble (if you have one) that pertains to this application.
 - Maximum 30 mb.
 - File types include: gif, jpg, jpeg, or png.
 - INDIVIDUAL ARTIST LEADERS:
 - JENAccountNumber_Last Name_first name_Photo
 - EX: 4444_ArmstrongLouis_Performer/Photo
 - PRO ENSEMBLES:
 - JENAccountNumber_LeadersLastName_Leadersfirst name_EnsembleName_Photo
 - EX: 4444_ArmstrongLouis_JazzAllStars_Photo
 - SCHOOL/COMMUNITY
ENSEMBLES: JENAccountNumber_School/InstitutionName_EnsembleName_Audio followed by the respective number, e.g. Audio1; Audio2; Audio3
 - EX: 4444_WestendHS_SwingingHardBigBand_Photo
- **Ensemble Name:**
 - If you are a School Ensemble, please include the school name prior to the ensemble name as many JEN attendees may not be familiar with your institution.
 - include any prearranged guest artist.

- Use title case. Do not use special characters, e.g. quotations, asterisks, etc.
- **Description:**
 - Do include any prearranged sponsored guest artist name(s) and respective sponsoring company listing.
 - MAXIMUM 50 words. Use title case. Do not use special characters, e.g. quotations, asterisks, etc.
- **Audio Files (3):**
 - MAXIMUM file size is 30mb for each audio file.
 - Label each audio file appropriately as follows PRIOR to uploading:
 - INDIVIDUAL ARTIST LEADERS: JENAccountNumber_Last Name_first name_Audio followed by the respective number, e.g. Audio1; Audio2; Audio3
 - EX: 4444_ArmstrongLouis_Audio1
 - - PRO ENSEMBLES: JENAccountNumber_LeadersLastName_Leadersfirst name_EnsembleName_Audio followed by the respective number, e.g. Audio1; Audio2; Audio3
 - EX: 4444_ArmstrongLouis_JazzAllStars_Audio1
 - SCHOOL/COMMUNITY ENSEMBLES: JENAccountNumber_School/InstitutionName_EnsembleName_Audio followed by the respective number, e.g. Audio1; Audio2; Audio3
 - EX: 4444_WestendHS_SwingingHardBigBand_AudioFile1
- **Stage Plot:**
 - MAXIMUM file size is 6mb.
 - Label the file appropriately as follows PRIOR to uploading:
 - INDIVIDUAL ARTIST LEADERS: JENAccountNumber_Last Name_first name_StagePlot
 - EX: 4444_ArmstrongLouis_StagePlot
 - PRO ENSEMBLES: JENAccountNumber_LeadersLastName_Leadersfirst name_EnsembleName_StagePlot
 - EX: 4444_ArmstrongLouis_JenAllStars_StagePlot
 - SCHOOL/COMMUNITY ENSEMBLES: JENAccountNumber_School/InstitutionName_EnsembleName_StagePlot
 - EX: 4444_WestendHS_SwingingHardBigBand_StagePlot
 - Sample JEN Stage Plots are provided. If you use one of the JEN stage plots, please relabel as above for your ensemble prior to submitting the stageplot.