



## 2023 PERFORMANCE APPLICATION GUIDELINES

Performance application restrictions:

- If you performed as a LEADER at the 2022 conference, you **are not** eligible to submit and perform as a leader this year.

**PREPARE** your application materials **PRIOR** to attempting to complete the application to perform.

During the application process, you will be asked for the following information. Note that mandatory questions are marked with **red asterisk (\*)** and must be completed. Applications with incomplete information will be discarded.

### **TYPE OF APPLICATION**

You will be asked to select the TYPE of application you are submitting.

- JEN Individual members & Chapter Organizers are limited to one submission per category, e.g., Performance, Clinic, Research, 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 supporting materials to be uploaded to the application. The information below will help you in preparing your materials **PRIOR** to submitting your application. Materials **MUST** be labeled in accordance with the given guidelines **PRIOR** to uploading to the application system.

NOTE: Supporting materials that are mislabeled cannot be linked to the appropriate application on the backend. Be advised that incorrectly labeled will not be processed and thereby cause your application to be eliminated from consideration. Use Title Case in all areas of the application and for labeling files for upload. Do not use all caps or all lowercase letters. **EX: This Sentence Is In Title Case.** Do not use special characters, e.g., quotations, asterisks, etc.

### **PERFORMANCE APPLICATION REQUIRED SUPPORT MATERIALS**

- **References (3 required):**
  - Provide first and last name, and email address.
  - The application system will notify your references once their email addresses have been entered.
  - Once references have completed their portion of the application, the system will mark *Task 9: Reference Forms* as completed.



- **High Res photo** of the artist performer/presenter or ensemble that pertains to the application.
  - Maximum file size: 30MB.
  - File types accepted: gif, jpg, jpeg, png.
  - Label as such:
    - INDIVIDUAL ARTIST LEADERS:
      - LastNameFirstName\_PerformerPhoto
        - **Example:** ArmstrongLouis\_PerformerPhoto
    - PRO ENSEMBLES:
      - LeaderLastNameLeaderFirstName\_EnsembleName\_PerformerPhoto
        - **Example:** ArmstrongLouis\_JazzAllStars\_PerformerPhoto
    - SCHOOL/COMMUNITY ENSEMBLES:
      - School/InstitutionName\_EnsembleName\_PerformerPhoto
        - **Example:** WestendHS\_SwingingHardBigBand\_PerformerPhoto
- **Ensemble Name:**
  - If you are a school ensemble, please include the **school name before the ensemble name**, as many JEN attendees may not be familiar with your institution.
  - Include any prearranged guest artist(s).
  - Use Title Case. Do not use special characters, e.g., quotation marks, asterisks, etc.
- **Description:**
  - **Do** include any prearranged sponsored guest artist(s) name(s) and respective sponsoring company listing.
  - MAXIMUM 50 words. Use Title Case. Do not use special characters, e.g., quotation marks, asterisks, etc.
- **Audio Files (3 required):**
  - MAXIMUM file size of 30MB for each audio file.
  - File types accepted: mp3, mp4, avi, m4a.
  - Label each audio file appropriately as follows **BEFORE** uploading:
    - INDIVIDUAL ARTIST LEADERS:
      - LastNameFirstName\_Audio followed by respective number, e.g., Audio1, Audio2, Audio3.
        - **Example:** ArmstrongLouis\_Audio1
    - PRO ENSEMBLES:
      - LeaderLastNameLeaderFirstName\_EnsembleName\_Audio followed the respective number, e.g., Audio1
        - **Example:** ArmstrongLouis\_JazzAllStars\_Audio1
    - SCHOOL/COMMUNITY ENSEMBLES:
      - School/InstitutionName\_EnsembleName\_Audio followed by the respective number, e.g., Audio1
        - **Example:** WestendHS\_SwingingHardBigBand\_Audio1



- **Stage Plot:**

- MAXIMUM file size: 6MB
- Label each file as follows **BEFORE** uploading:
  - INDIVIDUAL ARTIST LEADERS:
    - LastNameFirstName\_StagePlot
      - **Example:** ArmstrongLouis\_StagePlot
  - PRO ENSEMBLES:
    - LeaderLastNameLeaderFirstName\_EnsembleName\_StagePlot
      - **Example:** ArmstrongLouis\_JazzAllStars\_StagePlot
  - SCHOOL/COMMUNITY ENSEMBLES:
    - School/InstitutionName\_EnsembleName\_StagePlot
      - **Example:** WestendHS\_SwingingHardBigBand\_StagePlot
  - Sample JEN stage plots are provided in the application. If you use one of the JEN stage plots, please download, rename correctly as above, then upload and submit as your stage plot.