



## 2021 PERFORMANCE APPLICATION GUIDELINES

### Performance Application Restrictions:

- If you performed as a LEADER at the previous conference, you are not eligible to submit and perform as a leader this year.
- You are eligible to assist to perform as a side-person of another ensemble.
- School Ensemble Leaders are allowed to submit for different types of ensembles in distinctly different categories such as a Large and Small instrumental ensemble, an instrumental group and/or a vocal group.

**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 JEN Full Individual (\$96/yr; \$8/mo), Chapter Organizer, Corporate or Institution Member to apply.
- **TYPE OF APPLICATION** – You will be asked to select the TYPE of application you are submitting.
  - JEN Individual Members (\$96/yr; \$8/mo) & Chapter Organizers are limited to one submission 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:

- **References:**
  - Include 3 references and their emails.
  - The system will automatically notify your references once they have been entered.
  - Once letters are uploaded by your 3 references, the system will mark *Task 9: Reference Forms* as complete.



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- **High Res Photo** of the artist performer/presenter or ensemble (if you have one) that pertains to this application.
  - Maximum 30MB.
  - File types include: gif, jpg, jpeg, or png.
  - INDIVIDUAL ARTIST LEADERS:
    - JENAccountNumber\_LastNameFirstName\_PerformerPhoto
    - EX: 4444\_ArmstrongLouis\_PerformerPhoto
  - PRO ENSEMBLES:
    - JENAccountNumber\_LeadersLastNameLeadersFirstName\_EnsembleName\_PerformerPhoto
    - EX: 4444\_ArmstrongLouis\_JazzAllStars\_PerformerPhoto
  - SCHOOL/COMMUNITY  
ENSEMBLES: JENAccountNumber\_School/InstitutionName\_EnsembleName\_PerformerPhoto
    - EX: 4444\_WestendHS\_SwingingHardBigBand\_PerformerPhoto
- **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):**
  - **2021 APPLICATIONS:** Due to COVID-19, current or previous year's audio files that best represent your ensemble will be accepted.
  - MAXIMUM file size is 30mb for each audio file.
  - File types accepted include: .mp3, .mp4, .avi, .m4a
  - Label each audio file appropriately as follows PRIOR to uploading:
    - INDIVIDUAL ARTIST LEADERS: JENAccountNumber\_LastNameFirstName\_Audio followed by the respective number, e.g. Audio1; Audio2; Audio3
      - EX: 4444\_ArmstrongLouis\_Audio1
    - PRO ENSEMBLES: JENAccountNumber\_LeadersLastNameLeadersFirstName\_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\_Audio1
- **Stage Plot:**
  - MAXIMUM file size is 6mb.
  - Label the file appropriately as follows PRIOR to uploading:
    - INDIVIDUAL ARTIST LEADERS: JENAccountNumber\_LastNameFirstName\_StagePlot
      - EX: 4444\_ArmstrongLouis\_StagePlot
    - PRO ENSEMBLES:  
JENAccountNumber\_LeadersLastNameLeadersFirstName\_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.

