



PERFORMANCE APPLICATION GUIDELINES

(updated 4/1/2025)

Performance application restrictions:

- If you performed as a LEADER at last year's 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 required questions in the application are marked with **red asterisk (*)** and must be completed. Applications with incomplete information will be discarded.

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

- **\$30 Application Fee**
- **High Res photo (300 dpi or higher)** 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*. Do not abbreviate, as many JEN attendees may not be familiar with your institution.
 - Include any prearranged guest artist(s).
 - Use Title Case. Do not use ALL CAPS, all lower case, or 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.