

We're looking forward to welcoming you to Jazz Lab 2020 at New England Conservatory! This document will provide information on topics ranging from registration, required forms and housing, to sample daily schedules. If you have any questions please feel free to contact us via email at jazzlab@necmusic.edu.

PROGRAM DESCRIPTION

Jazz Lab is for students who love jazz and want to push the boundaries of creative music. Set in the heart of Boston, MA at New England Conservatory - home to one of the nation's most forward-thinking jazz programs - Jazz Lab gives students the tools to take their musicality to the next level through innovative curriculum, small ensemble performance and guidance from world-renowned faculty and guest artists. With courses like vocal loops, world improvisation, the art of the solo and composition using speech melodies, students are exposed to the broad range of concepts available to modern jazz musicians looking to establish a distinct, musical voice. Jazz Lab students are immersed in the music and will enjoy a week full of outstanding courses, incredible concerts and a community of artists.

EXPECTATIONS

Be prepared

Be punctual

Be kind

Have a great attitude

No cell phones during rehearsal time, but pictures and video welcome throughout the week posted with #jazzlab2020

REQUIRED MEDICAL FORM

A **Medical Form is required for enrollment in Jazz Lab and must be submitted no later than June 15th**. The form may be found at the end of this handbook. Completed forms may be emailed to jazzlab@necmusic.edu, or mailed to the following mailing address:

**New England Conservatory
Attn: Jazz Lab (JH 313)
290 Huntington Avenue
Boston, MA 02115**

TUITION

We will be accepting tuition payments via ActiveNet in a number of convenient ways. You can pay for the entire tuition balance right away when submitting your deposit and registration fee (\$2,000 + \$40 registration fee, or \$1,800 + \$40 registration fee for Early Bird students). If you prefer, we also offer a tuition payment plan available through ActiveNet.

Payment plan schedule is as follows:

Early Bird (registration by April 1, 2020):

At the time of Registration: \$600 deposit + \$40 registration fee + \$10 payment plan fee = \$650

March 15: \$600

May 1: \$600

Regular Price:

At the time of Registration: \$700 deposit + \$40 registration fee + \$10 payment plan fee = \$750

March 15: \$650

May 1: \$650

The last day to register will be **June 15**. Please note that the tuition includes all master classes, lessons, small ensembles, t-shirts, ID badges, lunches and dinners throughout the week. Students wishing to stay in the residence hall will pay separately for housing.

Refund Policies for Jazz Lab are as follows:

*Full refund (less \$150 non-refundable deposit and \$40 registration fee) if withdrawn more than 90 days before program begins (before March 30th)

*75% refund (less \$150 non-refundable deposit and \$40 registration fee) if withdrawn 90-61 days before program begins (between March 30th and April 29th)

*50% refund (less \$150 non-refundable deposit and \$40 registration fee) if withdrawn 60-46 days before program begins (between April 30th and May 14th)

*25% refund (less \$150 non-refundable deposit and \$40 registration fee) if withdrawn 45-31 days before program begins (May 15th through June 1st)

*No refund if withdrawn after June 1st

HOUSING

Housing will be available to students attending Jazz Lab, but is not required. We encourage students to take advantage of the housing option as it will be a great way to stay on campus, meet students from around the world and participate in all the week's activities. We are excited to be able to house Jazz Lab participants in our Residence Hall, NEC's newest facility, located at 255 St. Botolph Street, Boston, MA 02115. Please email us with any housing related questions at jazzlab@necmusic.edu.

The housing cost for Jazz Lab is \$1547 and includes 13 nights and 13 breakfasts (in addition to lunch and dinner). Additional nights are available for an additional fee. Registration for housing is currently available, with payment due on or before **June 15**.

CHECK-IN

Check in for all participants will take place on Sunday, June 28 in the New England Conservatory Residence Hall located at 255 St. Botolph Street, Boston, MA 02115. Students and families will be provided with their Jazz Lab packets and ID badges along with the Jazz Lab t-shirt. The complete Jazz Lab schedule will be finalized and sent to students by June 1, 2020. If you need advanced notice of the schedule due to travel please feel free to contact jazzlab@necmusic.edu.

AUDITIONS AND QUESTIONNAIRE

Students arriving on Sunday, June 28 will perform a live audition for ensemble placement. Please refer to the downloadable Audition Information PDF for more information about the live audition. A questionnaire to learn more about student's musical interests, influences, preferred courses for the week and other info they'd like us to know will be made available no later than June 1, 2020. Completed questionnaires can be emailed to jazzlab@necmusic.edu or brought to the live audition. If a student is unable to participate in the live audition Sunday, June 28 for any reason please contact us at jazzlab@necmusic.edu and we will help make alternative arrangements.

MUSICAL INSTRUMENTS AND EQUIPMENT

All instrumentalists are expected to bring their own equipment. While we do have amplifiers, we encourage those who are able to bring their own for use during instrumental masterclass.

- Drummers will **not** need to bring their drum sets or hardware. **All drummers should bring their own cymbals, hi-hat, universal hi-hat clutch and snare drum.** Please take care to label all cymbals on the underside and on cymbal bag to prevent loss.
- Electric guitarists/bassists should bring their own **patch chords and replacement strings.**
- Vocalists should bring their own **microphones and XLR cables.**
- Jazz Lab and NEC are not responsible for any instrument and/or accessories that may be lost or stolen while in use at Jazz Lab. Students are urged to be careful with their own equipment.
- Jazz Lab will provide a storage space that will be locked and monitored from dinner time (6:15 p.m.) until one hour before morning warm-ups (8 a.m.) the following day. Students can leave their instruments in the locked room.

SAMPLE DAILY SCHEDULE*

9 – 9:45 a.m. Warm-ups

10 – 11:30 a.m. Ensemble

11:45 a.m. – 12:45 p.m. Jazz Styles - Rotating Courses (different courses each day)

12:45 – 1:45 p.m. Lunch

1:45 – 2:45 p.m. Jazz Styles - Week-long Courses (dedicated course of student's choice all week)

3 – 4 p.m. Guest Artist Masterclass

4:15 – 6:15 p.m. Free Time/Lessons

6:15 – 7 p.m. Dinner

7 – 7:45 p.m. Jam Sessions/Free Time or Entrepreneurial Sessions

8 – 9:30 p.m. Concert

- Jam sessions run daily from 4:15-6:15pm during free time. Students will also be assigned one 45-minute private lesson with a faculty member during the program.
- Faculty/Guest Artist concerts: faculty and guest artists will perform most evenings at 8:00pm. These concerts will be free and open to the public.
- Student concert: the final student concert will begin at 11:00am on Saturday, July 11.

*Schedule Subject to Change

DRESS

Jazz Lab is a casual environment. Students will be allowed to dress in summer wear including shorts, t-shirts and flip flops. Jazz Lab will not tolerate distracting or inappropriate clothing for any reason. Students should bring a pair of long pants (jeans or slacks) for the final concert. The Jazz Lab t-shirt will be worn during the final performance.

STUDENT MEALS

All meals will be in New England Conservatory's dining hall. Day students will be provided with lunch and dinner daily, which is included in the tuition. Resident students will be provided with breakfast, lunch and dinner daily. Breakfast is served in the NEC dining hall from 7:45-9 a.m., lunch is served from 12:45-1:45 p.m. and dinner 6 – 7 p.m.

CARS/PARKING

Due to limited parking availability near the NEC campus, we recommend using public transportation. Day students are not permitted to use their cars during Jazz Lab except for arriving in the morning and leaving at night. Residential students are not permitted to use their cars at any time during Jazz Lab. No student is permitted to ride with any student, faculty or staff member without written permission. Failure to comply with these rules will result in expulsion with no refund.

RELAXATION

Students will be provided with opportunities throughout the program to explore Boston and the NEC campus. Activities will be announced during the Jazz Lab.

SPENDING MONEY

Students should feel free to bring some spending money for the week. Faculty will be available throughout the week for extra lessons (outside of the guaranteed 45-minute lesson) and students can use their spending money to take additional lessons. Lesson fees vary by faculty member, simply ask the faculty member what they charge for an hour lesson. Hour-long lesson fees typically range from \$60-100.

CONTACT INFORMATION

Staff

Tim Lienhard, Executive Director: (509) 990-3341

Henrique Eisenmann, Artistic Director: (718) 909-2288

Caroline Buccino, Administrative Coordinator: (508) 566-3744

NEC Resources

Public Safety 24 hour phone line (617) 585-1777

Campus Security Residence Hall: (617) 585-1255

Campus Security Jordan Hall: (617) 585-1290

Director of Summer Programs: (617) 585-1293

Residence Hall Issues

Perry Doherty, Director of Residence Life: (617) 585-1188

Boston Emergency Resources

Boston Police / Fire: 911

Boston Police NON-Emergency: (617) 343-4200

Poison Control: 1-800-222-1222

We expect everyone to have a great time at New England Conservatory's Jazz Lab! The following document helps us to ensure safety throughout the week.

1. **Drug & Alcohol Policy:** Jazz Lab has a zero tolerance policy for tobacco, alcohol consumption, marijuana and other illegal substances. Smoking will not be permitted on New England Conservatory's campus regardless of student's age. Violation of this policy will result in the immediate expulsion and forfeiture of tuition and housing.
2. **Violence and Harassment:** Jazz Lab has a zero tolerance policy against physical violence and harassment to persons or personal property. Students behaving in any way deemed detrimental to the running of Jazz Lab will be expelled with no refund of tuition or housing.
3. **Residence Hall Floors:** No males will be permitted on female floors, and no females will be permitted on male floors at any time.
4. **Fire Safety & Protection:** All persons must exit the premises immediately in the event of a fire alarm or any other order that the premises be vacated. Fire safety materials or fire alarm systems must not be tampered with. Students may not bring candles, incense, or any object requiring an open flame for use into the Residence Hall.
5. **Guests:** Only Jazz Lab students, family (during move-in and out only), staff and faculty are permitted in the dorm room floors of the Residence Hall. Other guests can be escorted by Jazz Lab participants into the Dining Hall and Library.
6. **Attendance:** Students are required to be on time to all scheduled events whether they reside in the residence hall or not. We will maintain a three strikes policy: Any student who is late to more than three activities will be reviewed by Jazz Lab staff. If problems persist we retain the right to send the student home with no refund of tuition or housing.
7. **RA/Advisors:** RA/Advisors will be working with students throughout the week as both teachers and advisors. Students are required to follow instructions from RA/Advisors.
8. **Driving Policy:** Under no circumstances will any day student drive a residential student during the week. No day student is permitted to ride with another student without expressed permission from each student's parent/guardian.
9. **Leaving Campus:** While NEC's campus will be monitored by professional security, students leaving campus do so at their own risk. It is highly encouraged that students leaving campus do so in groups of 3 or more.
10. **Photo/Video Release and Consent:** We will be documenting Jazz Lab through pictures, audio recordings, and video in masterclasses, courses, lessons and performances throughout the week. By registering for Jazz Lab you hereby agree to release all photographs, audio and video recording to Jazz Lab without compensation, and understand that Jazz Lab reserves all rights to reproduction of said media.

If for any reason these regulations are violated, Jazz Lab reserves the right to ask the student to leave without refund of tuition or housing.



New England Conservatory

2020 SUMMER MEDICAL FORM

Student Name: _____ Male/Female: _____

Student Date of Birth: _____ Age: _____

Parent/Guardian's Name: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

TO BE COMPLETED BY THE SPECIFIED MEDICAL OFFICE:

Is the individual taking prescription or over the counter medication? Yes ___ No ___
If Yes, please provide details in the Comments section below.

Does the student have any allergies? Yes ___ No ___ Explain _____

Is the student on a special diet? Yes ___ No ___ Explain _____

Does the student have special needs? Yes ___ No ___ Explain _____

Student can participate in all activities: Yes ___ No ___ Explain _____

This student is up to-to-date on all of the following routine childhood immunizations currently recommended by the American Academy of Pediatrics and National Advisory Committee on Immunization Practices:

Table with 6 columns: Immunization Name, YES, NO, Immunization Name, YES, NO. Rows include Measles, Mumps, Rubella, Chickenpox, Tetanus, Hepatitis B, Diphtheria, Pertussis, Pneumococcal Conjugate, Polio.

Comments:

Print name of medical care provider: _____

Medical care provider's address: _____

Medical care provider's: City/Town _____ State _____ Zip Code _____

Signature of Physician, PA, APRN, or RN

Date Form Signed

Telephone Number _____

**Please save this as a PDF and mail to
jazzlab@necmusic.edu or mail to:
New England Conservatory
Attn: Jazz Lab (JH311)
290 Huntington Avenue
Boston, MA 02115**