



# **INTERNATIONAL JAZZ DAY**

## **PRODUCTION HANDBOOK**

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Prepared by: Herbie Hancock Institute of Jazz  
5225 Wisconsin Ave – Suite 605  
Washington, DC 20015 USA  
+1 (202) 364-7272  
[www.jazzday.com](http://www.jazzday.com)

The following should serve as an overview of topics to be discussed and agreed upon for the successful execution of Host City responsibilities for International Jazz Day events.

### TOPICS CONTAINED HEREIN:

- EDUCATION & COMMUNITY OUTREACH PROGRAM
- HOTEL
- AIR
- TRANSPORTATION
- BACKLINE
- AUDIO
- LIGHTING/SCENIC
- COMMUNICATIONS
- VIDEO
- WEBCAST
- LOCAL PRODUCTION CREW NEEDS
- CREW MEALS
- DRESSING/GREEN ROOMS
- PRESS
- COLLATERAL & SIGNAGE
- TRANSLATION
- RECEPTIONS & SPECIAL EVENTS



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### EDUCATION & COMMUNITY OUTREACH PROGRAM ACTIVITIES

**Agenda and scope of the Education and Community Outreach Program will be discussed in detail with the Host City.**

The International Jazz Day Education and Community Outreach Program (“Education/Outreach Program”) provides an opportunity to create unique exchanges between artists and the local community, raising the visibility of jazz within the community and using jazz as a vehicle for intercultural, inter-generational and inter-community dialogues. The program will be produced in close consultation with the local partners.

The Education/Outreach Program objectives are:

1. To connect visiting international artists/educators with students, creatives and the general public in the host country in a structured and rigorous yet open and accessible manner;
2. To encourage and inspire contact between the citizenry of the Global Host City/Country and live jazz music via both international and local artists. Of particular interest are programs that enable underserved demographic segments to experience live jazz up-close;
3. To demonstrate the positive values of jazz music (e.g., intercultural dialogue, international communication, peaceful problem solving, etc.) through a variety of musical and non-musical forms of expression, while simultaneously honoring the unique cultural contributions of the host nation.

The Herbie Hancock Institute of Jazz (HHIJ) works closely with the Global Host City/Country’s local coordination team to create the most impactful, inclusive and relevant Education/Outreach Program possible. The local coordination team is expected to work with HHIJ to produce the Education/Outreach Program, including:

- Recruiting local artists to participate in the Education/Outreach Program
- Providing guidance on selection of local venues and community partners
- Fulfilling all technical and logistical needs, including backline and ground transportation
- Developing and executing a multi-channel advertising, marketing and communications plan, including registration/crowdbuilding and on-site collateral (i.e., signage, brochures, etc.)

All decisions impacting program format and timing, venues, branding, artist and staff assignments, backline, event registration and similar are to be made in coordination with the HHIJ team. HHIJ will be responsible for developing the overall structure of the Education/Outreach Program, as well as the allocation of artists from the All-Star Global Concert, with regular feedback from and consultation with the local coordination team and UNESCO.

**It is of the utmost importance that all Education/Outreach Program events are fully attended (as close to 100% capacity as possible) and provide an unforgettable experience for participating artists, students and attendees. The local coordination team is responsible for providing guidance on what is realistic given the parameters of venue size, marketing, audience interest, etc.**



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### EDUCATION & COMMUNITY OUTREACH PROGRAM ACTIVITIES cont:

#### EDUCATION COMPONENT

The educational component of the Education/Outreach Program can include but is not limited to performance-based education activities or workshops, master classes, film screenings, exhibitions, school visits, etc.

#### COMMUNITY OUTREACH COMPONENT

There should be different activities around the Host City/Country to promote International Jazz Day and engage with the local community, i.e., via community centers, jazz clubs, learning institutions, etc.

It is also imperative to produce some activities in places where live jazz music is not often heard. Depending on the local context, this may include but is not limited to hospitals, retirement homes, elder care facilities, communities in difficulty (e.g., rural or economically challenged areas), etc.

#### ADDITIONAL PROGRAMMING

Can include exhibitions, performances, jam sessions, other programs in jazz clubs, etc. In addition, different external partners should be encouraged to celebrate Jazz Day on their own.

#### PERSONNEL

The local coordination team will be expected to staff the following positions (please note that these positions may overlap with the overall production team for the Global Concert):

- A local **Program Director** to liaise with the HHIJ team to build the Education/Outreach Program and have overall responsibility for coordinating with local partners, venues, artists and other stakeholders.
- A local **Community Mobilization Officer** to activate community institutions and the general public to actively take part and participate in the Education/Outreach Program, as well as to promote and publicize the Education/Outreach Program to ensure full attendance.
- A local **Technical Supervisor** to liaise with the HHIJ tech coordinator, responsible for ensuring that any and all technical requirements particular to the Education/Outreach Program, including backline and other a/v equipment, are appropriately identified, procured, and delivered.
- A local **Venue and Scheduling Coordinator** to work closely with the HHIJ team to respond to changes in schedule/artist roster and serve as liaison between the HHIJ team and the Education/Outreach Program venue(s).
- Two (2) local **Logistics Managers** to liaise with the HHIJ Transportation Coordinator. Will work closely with the HHIJ team to ensure that artist, VIP and team movements during the Education/Outreach Program are executed seamlessly.
- Three (3) local **Production Assistants** to work closely with HHIJ Program Director and Program Coordinator, as well as the local Program Director, on the ground. They will liaise between the HHIJ team and all Host City/Country personnel elements and serve as fixers for emergent issues during the planning and execution process.
- Three to six (3-6) local volunteer staff per room for workshops, panel discussions and film screenings. Staffing will vary depending on size and complexity of the space, as well as the profile of the artists participating in the respective modules.



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### EDUCATION & COMMUNITY OUTREACH PROGRAM ACTIVITIES cont:

#### PERSONNEL (Continued)

Additional volunteers may be needed to ensure fulfillment of critical venue management functions, including directional, crowd management, support of technical staff, etc. This number will be determined based on size/scale of programming (e.g., how many venues/spaces are used). **Ensuring appropriate staffing at all activities, including concerts, jam sessions, exhibitions, etc. is the responsibility of the local coordination team.**

#### PARTNERSHIPS

The local coordination team is responsible for connecting with local educational institutions, music venues, community centers and other relevant entities to create an inclusive Education/Outreach Program that spreads across the community for maximum impact.

#### LOCAL PR

The local coordination team is responsible for promoting public elements of the Education/Outreach Program in order to ensure an active participation on the part of the community, **and to have packed rooms.**

The local coordination team is also expected to build a local website where all information on the Education/Outreach Program will be featured, as well as a registration system.

As part of the local PR effort, the local coordination team will be required to provide a comprehensive accounting of relevant statistics regarding marketing impact, community activation and attendance at all Education/Outreach Program events. This should include, but is not limited to, actual numbers of attendees at each event, key demographic information (e.g., age, nationality, gender identity, etc.), and advertising and social media reach/unique impressions.

#### BACKLINE

Please refer to Backline section.

#### SIGNAGE

Please refer to Collateral & Signage section.

#### CATERING

Please refer to Crew Meals section. Additional needs may arise based on the particular artists and staff working on the program, as well as student and public attendance.

#### LEGAL

HHIJ will generate and circulate photo/video releases among Global Concert artists. The local coordination team will be responsible for ensuring appropriate clearance from Education/Outreach Program attendees and local artists.



## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **EDUCATION & COMMUNITY OUTREACH PROGRAM ACTIVITIES cont:**

#### **PHOTO/VIDEO CAPTURE**

Education/Outreach Program components—including marketing, advertising and other peripheral activations—must be documented professionally for display on [jazzday.com](http://jazzday.com) and in post-event collateral utilized by both HHIJ and the local coordination team. Photo/video capture plan to be developed collaboratively by HHIJ and local coordination team.



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### HOTELS

#### Requirements:

- Hotel accommodations of 50 suites and 100-120 kings per night, can fluctuate.
- All suites must be in a five-star hotel
- A minimum of 50% of the remaining accommodations must be in a five-star hotel. If necessary, the remaining accommodations must be placed in a four- or five-star hotel.
- Some guest suites require (2) bathrooms
- Rooms are **ALL** non-smoking
- Rooms are **NOT** handicap accessible unless requested
- Breakfast must be included, and hours of breakfast service must be verified in advance.
- For rooms that will be double occupancy, both guest must receive breakfast?
- What is the credit card pre-authorization amount for incidentals?
- Does the hotel use OPERA to manage reservations? If not, what system is used?
- What is check-in time? What is check-out time?

#### **MUST BE STATED IN THE CONTRACT:**

No-construction clause

No-walk clause

Force majeure

#### **Other requirements:**

At least (1) local staffer per property as liaison, and to staff a welcome desk (times TBD)

#### **Office/Operations Center – 2-3 Function rooms are required**

**Occupancy/Use:** (30) or more staff will use these rooms for office space and command center activities.

**Date:** The space will be needed the entire time the HHIJ staff is there – approximately 23 April – 1 May

**Set-up:** Will need adequate tables (approx. 6 ft/1.8 m) and chairs for approx. 30 staffers around the perimeter, as well as a large conference/board room-style table in the middle. All function rooms must be locked and up to (12) keys provided to staff members. Ideally the primary office space would be a small ballroom, large enough to have a full all-hands production meeting each evening with HHIJ and local coordination teams.

#### **Interview Room**

**Occupancy/Use:** (5) staff will use this room for artist interviews.

**Dates:** 25 April – 1 May

**Set-up:** Minimal furniture to accommodate video equipment. Room must be locked and keys provided to up to (10) staff members.

**Dates:** Will be utilized during the main arrival/departure days – approximately 26 April – 1 May



## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

<b>HOTELS cont:</b>
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### **Lobby Space**

**Occupancy/Use:** HHIJ and local coordination teams will use a dedicated space in the hotel lobby to coordinate all transportation and hotel operations

**Set-up:** (2) 6 ft/1.8 m tables and (4) chairs near electrical outlets for laptop and portable printer. If there is a second hotel used for VIPs, a similar area will need to be set up there as well, with (1) 6 ft/1.8 m table and (2) chairs.



## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **AIR TRAVEL**

**NOTE:** Final numbers will vary depending on number of confirmed artists and their traveling party, as well as the final number of production staff. Travelers will originate mostly in the USA or Europe, but some may also be traveling from South America, Africa and Asia.

10 First Class  
80 Business  
80 Economy Premium





## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **GROUND TRANSPORTATION**

#### **GENERAL REQUIREMENTS**

LOCAL HOST WILL CONTRACT WITH AN APPROVED PROFESSIONAL CAR/TRANSPORTATION SERVICE. TRANSPORTATION COMPANY MUST HAVE A DEDICATED CONTACT PERSON AVAILABLE FOR THE DURATION OF THE EVENT. IJD PLACARDS/SIGNAGE MUST ACCOMPANY EACH VEHICLE IN FLEET.

Host City will provide a transportation liaison to work closely with the HHIJ Transportation Coordinator. Liaison will assist with coordinating ground transportation between airports, hotels, programs and venues with the transportation company.

Daily volunteers (TBD) will assist with arrivals and departures of artists and staff between hotels, programs, and venues.

Drivers of VIP vehicles and as-directed vehicles should be English-speaking.

#### **VEHICLE INVENTORY/TASKING**

**NOTE:** There will be slight variations based on the number of hotel properties and event venues.

##### **Sedans:**

Daily as-directed sedans for the duration of the event – assigned as follows:

Tom Carter

Herbie Hancock

Host(s)

Crossover Artist(s)

UNESCO DG

Michelle Day

Kamil Walji

Education/Community Outreach Program Staff (van)

Press Van (29 – 30 April)

Runner #1 – van

Runner #2 – van (Joe Lang – production)



## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **GROUND TRANSPORTATION cont:**

#### **VEHICLE INVENTORY/TASKING (Continued)**

##### **Shuttles:**

##### **25-passenger or 45-passenger mini bus**

2 shuttles daily 28 – 30 April for rehearsals between hotel and concert venue

1-2 shuttles 29 – 30 April for VIP Guest movements to Education/Community Outreach Program Events, Opening Ceremony

6-8 shuttles 30 April for show and cast party – to rotate between hotel and venues

If we are using 18 passenger Vianos, the number of vehicles need to increase to:

4 shuttles for rehearsals

4 for VIP movements (depending on the number of VIP Guests)

10-12 for show and cast party

#### **AIRPORT – ARRIVALS & DEPARTURES**

- Desk/table located at the airport for local representative to facilitate arrivals and departures.
- A back-up vehicle for overflow luggage should be available.
- Arrivals identified as VIPs should be met with specified vehicles. All others may be grouped with review and consent by HHIJ transportation team who will also be on-site.
- A local transportation representative should also be on site at each hotel to assist with coordination of vehicles for departures.



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### BACKLINE

#### MAIN STAGE – GLOBAL CONCERT

Venue to supply all the backline listed

#### **DRUMS TBD**

YAMAHA MAPLE LIVE OAK CUSTOM OR 2ND CHOICE  
YAMAHA MAPLE CUSTOM ABSOLUTE NOUVEAU  
2ND CHOICE  
2)14X5 SN DR LNS 1455 1 WOOD 1 METAL  
1) 20"X16" KICK LNB2016  
1) 10"x7" rack tom lnt 1007 mounted on bass drum  
with TH 945  
1) 12"X8" RACK TOM LNT 1208 mounted on bass dr  
with TH 945  
1) 14"x13" floor tom lnf 1413

ALL YAMAHA HARDWARE

1) BASS DRUM MOUNT TH 945  
1) DRUMMER THRONE DS 1100 WITH CLOTH SEAT  
1) single chain foot pedal FP 8110 OR FP 7210  
1) HI HAT STAND HS 950 **NO HS 1000 OR HS 1100**  
2) SNARE STANDS SS 940  
6) CYMBAL BOOM STANDS CS 845  
1) ROC N SOC NITRO hydraulic drum throne CLOTH  
1) PROFESSIONAL STAND ALONE TAMBOURINE  
1) PRO TAMBOURINE SCREWS ONTO ROD HI HAT  
1) DRUM KEY  
CYMBALS NEED TO ORDERED SPECIFICALLY FOR  
DRUMMERS' NEEDS  
REMO COATED AMBASSADOR HEADS  
BASS DRUM HEAD REMO COATED POWERSTROKE  
BASS DRUM MUST HAVE A HOLE

#### **PERCUSSION**

1 CONGA, 1 TUMBA, BONGOS on stand, drum throne  
perc table, windchimes, 16" cymbal, 4" boom cymbal  
stands, assorted shakers



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### BACKLINE cont:

<b>BASS</b>	<b>(4) ACOUSTIC BASS (DOUBLE BASS) SET UP JAZZ</b>
TBD	2 EBS 660 + 2 EBS 410
TBD	Aguilar BD 751 Aguilar CS 410
TBD	AMPEG SVT 4 PRO AMPEG 4X10
<b>GUITAR</b>	(2) FENDER hot rod deluxe
TBD	(3) FENDER TWIN BLACKFACE (1) MESA BOOGIE DUAL RECTIFIER 2X12 CLOSED (2) FENDER TWIN BLACKFACE
<b>KEYS</b>	9' FAZIOLI GRAND PIANO [ALTERNATE IF ALL FAZIOLI AVENUES EXHAUSTED – 9' STEINWAY GRAND] (1) YAMAHA MOTIF FX 7 (1) YAMAHA MOTIF FX 8 (2) SINGLE KEYBOARD STANDS (1) M AUDIO MIDI KEY HAMMOND B3 W (2) LESLIE SPEAKERS FENDER RHODES (FULL)
<b>VIBES</b>	(1) SET VIBRAPHONE FULL SET W/ EXTENSION LEGS Musser (check piano tuning for bar)
<b>ADDITIONAL STAGE EQUIPMENT</b>	TELEPROMPTER WITH PRESIDENTIAL GLASS <b>FLUENT ENGLISH-SPEAKING PROMPTER OPERATOR</b> (2) ADDITIONAL LYRIC MONITORS (1) PODIUM / LECTERN - PRESIDENTIAL



**INTERNATIONAL JAZZ DAY  
IJD PRODUCTION REQUIREMENTS – V4**

**BACKLINE cont:**

**STAGE RISERS**

**TBD**

**STAGE TABLES**

**STAGE RIGHT WING**

Stage Manager's Table + 3 Chairs

Teleprompter/Script Table + 2 Chairs

Producer's Table + 3 Chairs

Announcer/Voice of God Table or Music Stand + bar stool with back

Interpreter Table + 2 Chairs (if needed)

**STAGE LEFT WING**

PL Tech Table + 2 Chairs

A2 Table + 1 Chair

Backline Tech Table + 1 Chair

Video Utilities Table + 2 Chairs

**\*\*\*\*NOTE: ALL BACKLINE CAN CHANGE BASED ON ARTIST ROSTER AND WILL BE REVIEWED AND CONFIRMED WITH HOST CITY\*\*\*\***

## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **BACKLINE cont:**

#### **REHEARSAL ROOM**

5 PIECE YAMAHA DRUM KIT

20" KICK DRUM

(1) 10" RACK

(1) 12" RACK

(1) 16" FLOOR

(2) SNARE DRUMS

(1) HI HAT

(2) DRUM THRONE

(6) CYMBAL STANDS

FULLS SET OF CYMBAL & HI HATS

(1) BASS AMP

(1) FENDER GUITAR AMP

NOT FROM STAGE AMPS

(1) 88 KEY ELECTRIC PIANO

(1) YAMAHA MOTIF FX 8

#### **EDUCATION/COMMUNITY OUTREACH PROGRAM**

STEINWAY GRAND

KORG KRONOS MUSIC WORKSTATION

ADJUSTABLE PIANO BENCH

¾ SIZE CARVED BASS WITH ADJUSTABLE BRIDGE AND SPIROCORE STRINGS

TONE HAMMER 700 2 X 10" OR 4 X 10" CABINET

#### **DRUMS (CANOPUS PREFERRED)**

(1) 20" X 15" KICK DRUM

(1) 14" X 13" FLOOR TOM

(1) 12" X 18" RACK

(1) SNARE (ANY BRAND)

(2) CYMBAL STANDS

(1) RIDE CYMBAL

(1) CRASH CYMBAL

(1) HI-HAT STAND WITH HI-HATS

(1) DRUM THRONE



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### **BACKLINE cont:**

#### **EDUCATION/COMMUNITY OUTREACH PROGRAM (Cont.)**

##### INPUT LIST

(4) SHURE SM57 OR SM58

PIANO – 2 MICS

BASS – SEE ABOVE

DRUMS – 5 MICS (2 OVERHEADS, HI-HAT, SNARE, KICK)

5 MONITORS WITH INDEPENDENT MIXES

##### PA SYSTEM

(4) WIRELESS MICROPHONES WITH STANDS AND CLIPS

(2) 15” QSC POWERED SPEAKERS

(1) MACKIE OR SIMILAR MIXER AND SPEAKERS

##### TEACHING MATERIALS\*

In addition to the equipment described above:

- CHALKBOARD OR DRY ERASE WHITEBOARD (WITH CHALK OR MARKERS & ERASER)
- LCD PROJECTOR AND SCREEN WITH ADAPTERS/CABLE FOR HDMI, VGA AND/OR DVI LAPTOP INTERFACE
- ADAPTER AND CABLE (1/4” TO 3.5MM) FOR MP3 PLAYER INTERFACE WITH PA SYSTEM

*\*May not be required for every module depending on the format*

#### **GENERAL NOTE REGARDING BACKLINE:**

Most of the musicians participating in the IJD Global Concert are endorsees of specific brands. The brand endorsement is critical to these performers and must be taken into account during the backline procurement process.



## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **AUDIO**

#### **VENUE TO PROVIDE THE FOLLOWING AUDIO FOR UP TO 96 INPUTS FROM STAGE**

##### **8 FOH CONSOLE**

- 1 Avid Surface Avid S6
- 1 Profile FOH Avid FOH rack w/4 DSP cards
- 1 Profile SR Avid Stage rack 48 x 24
- 1 Profile SR Avid Stage rack 48 x 8
- 2 Avid Accessory Digilink Cable

##### **4 MONITOR CONSOLE**

- 1 Avid Surface Avid S6
- 1 Profile FOH Avid FOH rack w/4 DSP cards
- 1 Profile SR Avid Stage rack 48 x 24
- 1 Profile SR Avid Stage rack 48 x 8 Version 3.0.0.315

##### **RECORDING / MIX CONSOLE**

- 1 Avid Surface Avid S6
- 1 Avid Accessory Avid Venue HDx card
- 1 Profile FOH Avid FOH rack w/4 DSP cards
- 1 Profile SR Avid Stage rack 48 x 24
- 1 Profile SR Avid Stage rack 48 x 8 Version 3.0.0.315

1 Pro Tools SSG HD3 Protools Rig Dual 2.5G G5/HDX CARDS 64-96 CHANNELS OF RECORD&PLAYBACK

1 Profile FOH Avid FOH rack w/4 DSP cards

Acoustic absorption for both Audio / video control rooms

4 Self powered monitors for 2 control rooms -C stands for blanks





## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **AUDIO cont:**

#### **9 PA SYSTEM**

64 - 96 CHANNELS OF RECORD

PA SYSTEM

NEED LINE ARRAY SYSTEM TO COVER THE HOST VENUE + OR - 3dB THROUGHOUT VENUE

WITH SUB BASS ON AUX SEND FROM FOH CONSOLE

MONITOR SYSTEM

24 SPEAKER L'ACOUSTICS 115XT HIQ COAXIAL 15" X 2" OR SIMILAR WITH POWER

6 WIRELESS SYSTEMS IEM'S

#### **SNAKE / SPLITTER SYSTEMS**

3 WAY SPLITTER FOR FOH, MONITORS & RECORD

STAGE BOXES, XLR CABLES MIC'S AND MIC STANDS

TO ACCOMMODATE UP 96 CHANNELS

8 -10 CIRCUITS OF POWER FROM SAME SOURCE AS PA SYSTEM FOR BACKLINE

#### **UHF WIRELESS**

16 Ch.(s) Shure Axient with powered antenna

6 Shure UHF-R UR4D Dual Channel Receiver 2 or similar

1 Shure UHF-R UA845 US Antenna Distribution

2 Shure UHF-R UA870WB Active Directional Antenna paddle

16 Shure Axient Handheld Transmitter

16 Shure Axient KSM9 Black Capsule

IN-EAR MONITOR

6 Ch.(s) Sennheiser IEM G4 System

6 Sennheiser IEM G4 or Shure PSM300 wireless transmitter

8 Sennheiser IEM G4 wireless body pack receiver

1 Sennheiser AC3000 Antenna Combiner and SSG PSU

1 Sennheiser A2003 Antenna paddle passive, directional, +3dB



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### LIGHTING/SCENIC

#### Rental Instruments

##### *Primary Option*

- 24 – Robe Robin BMFL Spot (or) Robe Forte
- 18 – Robe Robin MegaPointe (or) Clay Paky Sharpy Beam Plus
- 24 – Robe T2 Fresnel (or) Robe Spiider LED Washbeam
- 14 – Chroma-Q Color Force II 72 (*dependent on backdrop*)
- 20 – Chroma-Q Color Force II 12 (*dependent on scenic legs*)
- 24 – Martin RUSH PAR 2 RGBW Zoom or similar

*\*Cannot be substituted with moving lights*

*NOTE: Additional front & back light may be required if venue does not have sufficient in-house instrumentation or does not meet designer's standards.*

*Note: Additional "Scenic" lighting may be added at the designer's discretion*

- 3 – MA Lighting GrandMA3 or GrandMA2 Full-Size
- 4 – MA Lighting Network Processor Unit (NPU)
- 3 – Pathport VIA 12 or Luminex Gigabit Ethernet Switch
- Note: all mission critical networking equipment must have locking etherCON connectors. Standard RJ-45 connectors are not permitted.
- 4 – 19 inch Touch Screen Monitors (DVI for MA2 or DisplayPort for MA2)
- 2 – Uninterruptible Power Supply (Battery Backup)

- 1 – 100m Network Snake

#### Rental Control

##### *Secondary Option*

- 2 – MA2 Full Size, 1 – Light w/ Fader Wing
- 24 – Robe Robin BMFL Spot (or) Robe Forte
- 18 – Robe Robin MegaPointe (or) Clay Paky Sharpy Beam Plus
- 24 – Robe T2 Fresnel (or) Robe Spiider LED Washbeam
- 14 – Chroma-Q Color Force II 72 (*dependent on backdrop*)
- 20 – Chroma-Q Color Force II 12 (*dependent on scenic legs*)
- 24 – Martin RUSH PAR 2 RGBW Zoom or similar

*\*Cannot be substituted with moving lights*

*NOTE: Additional front & back light maybe required if venue does not have sufficient in-house instrumentation or it does not meet designers standards.*

*Note: Additional "Scenic" lighting maybe added at the designers discretion*



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### LIGHTING/SCENIC cont:

<b>Venue Softgoods</b>	5 – Set of 15m x 4m Black Legs ( <i>total of 10</i> ) 5 – 4m x 23m Black Borders 1 – 15m x 23m Black Gauze 1 – 15m x 23m White Plastic Cyclorama <i>*Softgoods requirements are completely venue specific and subject to change.</i>
<b>Rental Scenery</b>	1 – <i>To-Be-Determined</i> Backdrop
<b>Follow Spots</b>	4 – Robe Robin BMFL Blade w/LightMaster Side/Rear (Front Follow Spots) 3 – Robe Robin BMFL Followspot or Robe Forte FS w/ RoboSpot Controller (Rear Follow Spots)  <b><i>Secondary Option</i></b> PRG Bad Boy Spot CMY w/ Followspot Controller (Front Follow Spots) PRG Best Boy HP GoundControl™ Follow Spot Kits (Rear Follow Spots)
<b>Rigging</b>	18 – Onstage Line Sets ( <i>rigging plot will be provided</i> ) <i>NOTE: Subject to change based on venue requirements and show design</i>
<b>Production Lighting Team</b>	1 – Lighting Designer/Programmer (from US – Tyler Littman) 1 – Gaffer/Lighting Director (from US – TBD) 1 – Master Electrician (from local lighting vendor) 3 – Lighting Technicians (from local lighting vendor) 1 – PRG GroundControl™ Technician (if not using RoboSpots) 6 to 8 – Lighting Stagehands (for load-in/load-out) quantity dependent on production schedule
<b>Venue Lighting Crew</b>	1 – Lighting Department Head 1 – Lighting Programmer ( <i>to oversee interfacing of consoles</i> ) 8 – Lighting Technicians ( <i>for Load-In/Out</i> ) (count depends on how much labor the vendor is providing) 7 – Local Follow Spot Operators ( <i>Day Before Rehearsal and Show Day</i> )



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### COMMUNICATIONS

#### HOST TO PROVIDE ALL COMM EQUIPMENT

Intercom Frame	1 – Riedel Artist-64 G2 Frame 2 – Riedel Artist CPU-128F 2 – Riedel Artist AIO-108 G2 2 – Riedel Artist COAX-108 G2 1 – Riedel Artist CAT5-108 G2 3 – Riedel Artist AES67-108 G2 <i>*Gen 2 card or newer</i>
Interfaces	2 – Riedel XLR-Patch 8 Port CAT5/XLR 1 – Riedel Performer C44plus System Interface 2 – Luminex GigaCore 12 Ethernet Switch w/ POE 6 – Riedel Bolero BL-ANT-1010-19x
Endpoints & Accessories	10 – Riedel Artist DCP-1116 E/O Desktop Panel  3 – Riedel Artist RSP-1232HL Rack Panel (each in 3U shallow sloped turret rack)  8 – Riedel Performer C3 Beltpack 24 – Riedel Bolero BL-BPK-1006-19 Beltpack 13 – Riedel Mic-30 Panel Microphones 29 – Single-Muff, Heavy Weight, Noise-Canceling Headset 14 – Double-Muff, Heavy Weight, Noise-Canceling Headset 5 – 1.5M 4-Pin XLR Headset extension cables 4 – DB-9 Accessory Port Adapters 4 – Momentary Foot Switch

#### **THE COMMS SYSTEM IS EXTREMELY IMPORTANT TO THE PRODUCTION**

No substitutions to the system can be made without prior authorization. HHIJ technical staff is happy to help identify & coordinate a regional Riedel vendor.



**INTERNATIONAL JAZZ DAY  
IJD PRODUCTION REQUIREMENTS – V4**

**COMMUNICATIONS cont:**

Crew 1 – Riedel-trained Broadcast/Corporate RF/Comms Tech

CELL TBD  
PHONES/SIMM

**Internet must be made available for production teams and staff at all venues**

## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### VIDEO

IJD Video is made up of 4 Units:

- Global Concert Unit: 8-10 Cams & HD Truck or Flypack
- Education/Outreach Program Unit: 3 Cams, Mini Switcher & ENG Sound
- B Roll Unit: 1-2 Cams & ENG Sound
- Interview Unit: 1-2 Cams, Sound, Black Backdrop & Lights

### JAZZ DAY VIDEO UNIT 1: GLOBAL CONCERT

Equipment Rental:

- Flypack or HD camera truck (depends on available space in the venue)
- 10 HD Cameras (Cameras options include: Arri Alexa Mini or Amira, Canon c500, Sony F55 with range of Cine Lenses)
- Video needs capability to record 2 x ISO's from each camera for back up and redundancy.
- Camera Codec Specs: Apple Pro Res 1920 x 1080 422 HQ 23.98
- 4 x 4 TB Hard Drives for Media Storage & Mirroring
- Cine Style Lenses: Lenses determined after location scouting.
- Preferred Lenses: Canon, Fujinon or Zeiss Cine Zooms and Wide Angle Cine Lenses. Also include 2 spare lenses as backups.
- All Cams w/ 8" Monitors (preferably Odyssey 8" monitors or comparable)
- All Cams w/ Rear Zoom and Focus Controls
- 1 x Steadicam
- 1 x Techno Crane or Jib
- 1 x Remote Dolly, Remote Head & Track
- 1 x 6' Slider
- Tripods for 7 of the Cameras
- 2 x HD Monitors for Stage Manager and LD
- 1 EVS
- Comms (Comms are supplied in coordination with Sound & Lights)
- Cable runs

## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### VIDEO cont:

### JAZZ DAY VIDEO UNIT 1 (Continued):

#### Crew:

- 1 x Producer - (from US)
- 1 x Producer - local
- 1 x Director - (from US)
- 1 x Prod. Coordinator
- 1 x Technical Director
- 1 x DP
- 1 x Editor – on-site – (from US)
- 2 x Engineers
- 1 x DIT Media Management
- 1 x Shader – (from US)
- 1 x Engineer in Charge
- 1 x Camera Chief
- 1 x Truck Audio Engineer A1
- 1 x EVS Manager
- 1 x Techno Crane Op
- 1 x Techno Asst
- 1 x Steadicam Op
- 7 x Camera Operators
- 5 x Utilities
- 5 x Camera Assistants
- 4 x PA's
- 1 x Driver

*Media must be recorded in ISO each camera separately for post production and backed up on a hard drive.*

## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### VIDEO cont:

#### **JAZZ DAY VIDEO UNIT 2: EDUCATION/OUTREACH**

##### Equipment:

- 1 HD Portable Switcher with output for live web stream
- 3 x Canon C300 or equivalent w/ Zooms (cams must match)
- 3 x Tripods
- 1 ENG Sound Kit
- 2 x 1 TB Hard drives
- Camera Codec Specs: Apple Pro Res 1920 x 1080 422 HQ 23.98

##### Crew:

- 1 x Producer/Cam Operator
- 2 x Cam Operators
- 1 x Sound Engineer with ENG sound kit

*Media must be recorded in ISO each camera separately for post production and backed up on a hard drive. If possible, preferred locations for Education/Outreach Program Events will have in-house capacity to film presentations.*

#### **JAZZ DAY VIDEO UNIT 3: B-ROLL/BEHIND THE SCENES**

##### Equipment:

- 2 x Canon c300 or c70 Kits (or equivalent) & Lenses
- EZ Rig, Gimble or similar stabilization
- 1 Sound Package
- 1 Small Lighting Package
- 1 TB Hard Drive
- Camera Codec Specs: Apple Pro Res 1920 x 1080 422 HQ 23.98

##### Crew:

- 1 Local Field Producer
- 2 Camera Ops
- 1 Sound Person w/ ENG Audio Kit
- 1 PA/ Driver





## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **VIDEO cont:**

#### **JAZZ DAY VIDEO UNIT 4: INTERVIEW ROOM**

For IJD Interviews, (1) private location will be reserved either in the venue or in the artists' hotel for 3 days.

#### **Equipment:**

- 2 x Canon c300 or equivalent & Lenses
- 1 Sound Package: Shotgun Mic. Mixer & Wireless Lav
- 1 Lighting Package - 4 Kino Flos w/ Stands, Grip & Expendables
- 1 Seamless Black Backdrop & Grip Equipment
- 1 TB Hard Drive
- Camera Codec Specs: Apple Pro Res 1920 x 1080 422 HQ 23.98

#### **Crew:**

- 1 Interviewer (from US)
- 1 DP (from US)
- 1 Sound Person
- 1 Sound Package
- 1 Lighting Package - 4 Kino Flos
- 1 Seamless Black Backdrop & Grip Equipment
- 1 TB Hard Drive



## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **WEBCAST**

#### **Requirements:**

- Duel path for Satellite Uplink, truck or teleport
- IP will be used as a 3<sup>rd</sup>/backup
- Dedicated office space with 6 ft/1.8 m desk, (4) chairs (Preferably backstage)
- Two Internet connections 10MB
- Dedicated Ethernet hardline w/ min 10MB up/down Internet connectivity
- Dedicated secure wi-fi access
- Fiber connectivity in office area
- Monitor for program view
- Dedicated power supply
- (2) Dedicated phone lines



**INTERNATIONAL JAZZ DAY  
IJD PRODUCTION REQUIREMENTS – V4**

**LOCAL PRODUCTION CREW/STAGE HAND NEEDS**

**28-Apr CREW NEEDED: THE FOLLOWING IS REQUESTED FROM HOST CITY**

- **10 Lighting techs** (to load, hang, connect the house lights and supplementary lighting) 9AM - 1PM, 2PM - 6PM  
\*\*\*Utilize (4) lighting techs + (7) follow-spot ops for rehearsal 6PM -10PM\*\*\*
- **6 Sound techs** (Load in 9AM -1PM, 2PM -6PM) 4 TECHS FOR REHEARSAL 6PM -10PM
- **6 Carpenters** (load in and set up stage risers and assist where needed) 9AM- 1PM, 2PM-6PM and Rehearsal (6PM-10PM)
- **6 Scenic Hands** (9AM - 1PM, 2PM - 6PM Rehearsal 6PM-10PM)
- **4 Hands for satellite truck** set up and fiber runs; 9AM -1PM,2PM -6PM
- **10 Hands for Camera/ Video set up:** cable runs and camera assembly 9AM-1PM, 2PM

**29-Apr CREW NEEDED: THE FOLLOWING IS REQUESTED FROM HOST CITY**

- **4 Lighting techs** – 8:30AM - 1PM, 2PM - 8PM, 9PM-11PM
- **7 Follow-Spot Ops** – 8:30AM - 1PM, 2PM - 8PM
- **4 Sound techs** 8:30AM -1PM, 2PM -8PM
- **6 Carpenters** 8:30AM- 1PM, 2PM-8PM
- **6 Scenic Hands** 8:30AM - 1PM, 2PM - 8PM
- **2 Hands for satellite truck** 8:30AM -1PM, 2PM -8PM
- **10 Hands for Camera/ Video set up:** 8:30AM-1PM, 2PM- 8PM

**30-Apr CREW NEEDED: THE FOLLOWING IS REQUESTED FROM HOST CITY**

- **4 Lighting techs** – 8:00AM - 1PM, 2PM – 9PM, 9PM-1AM
- **7 Follow-Spot Ops** – 8:00AM - 1PM, 2PM – 9:30PM
- **4 Sound techs** 8:00AM -1PM, 2PM -1AM
- **6 Carpenters** 8:00AM- 1PM, 2PM-1AM
- **6 Scenic Hands** 8:00AM - 1PM, 2PM - 1AM
- **2 Hands for satellite truck** 8:00AM -1PM, 2PM -1AM
- **10 Hands for Camera/ Video set up:** 8:00AM-1PM, 2PM- 1AM

**SEE 9:30 PM for Strike Crew Totals (back to #'s from 4/28 Load-In)**

- 10 lights
- 6 sound
- 6 carpenters
- 6 scenic
- 4 satellite
- 10 camera / video

**IF TRUCK LOADERS ARE A SEPARATE CREW WE WILL NEED 6 LOADERS FOR EACH VENDOR TRUCK  
IF A FORK LIFT IS NEEDED FOR LOADING UNLOADING AT VENUE PLEASE ADD TO INITIAL CALL**



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### CREW MEALS

**NOTE: All numbers are estimates**

#### **28 April - Backstage**

**Lunch Totals:**

HHIJ Production Team: 45

Host Production Team: 58

**Dinner Totals:**

HHIJ Production Team: 45

Host Production Team: 58

Artists Rehearsal Totals: 45

\*Artists will need snacks/finger-food, but will not require a “hot” dinner meal

#### **29 April Backstage**

Morning Artist Rehearsal Totals: 25

\*\*From 08:30-11:30 we will need pastries/breakfast snacks for artists

**Lunch Totals:**

HHIJ Production Team: 55

Host Production Team: 60

Artists: 25

Afternoon Artists Rehearsal Totals: 30

\*\*From 15:00-18:00 we will need snacks/finger food for artists

**Dinner Totals:**

HHIJ Production Team: 55

Host Production Team: 60



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### CREW MEALS cont:

#### 30 April Backstage

AM Artist Rehearsal Totals: 30

\*\*From 08:30-11:30 we will need pastries/breakfast snacks for artists

#### **Lunch Totals:**

HHIJ Production Team: 55

Host Production Team: 60

Artists: 5

PM Artists Rehearsal Totals: 30

\*\*From 15:00-18:00 we will need snacks/finger food for artists

#### **Dinner Totals:**

HHIJ Production Team: 55

Host Production Team: 60

Artists: 25

*\*Note: based on strike timing, there may be additional prod staff needs for 1 May*

#### April 29 and or April 30

#### **Education/Outreach Program @off-site location**

**Example:** Would need sufficient for **30-40 people (Edu program team + artists) +** camera crew + local volunteers), ideally placed in a green room/backstage area:

Crudit  / fruit platter

Sandwiches (w/ vegetarian option for Herbie)

Bottled water

Assorted fruit juices

Assorted sodas



## **INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4**

### **DRESSING ROOMS/GREEN ROOM- GLOBAL CONCERT**

#### **Minimum 10-12 ROOMS FOR PARTICIPATING ARTISTS**

##### **Dressing Rooms for 30 April**

- Please make sure that each dressing room has 2 bottles of water per each artist in the room, as well as a 1 dark colored hand towel for each artist
- All of the dressing rooms on the stage level should also have hot tea and a small fruit & cheese platter to accommodate the number of artists in the dressing room.
- Please include (4) Diet Cokes in Herbie Hancock's dressing room.

##### **Green Room Totals**

Artist + VIPS: 90

Crudit  / fruit/cheese platter, finger sandwiches and/or a small variety (2-3) of appetizers with at least 1 vegetarian option and 1 or 2 dessert items ( bite size), bottle water, coffee/tea, sodas, assorted juices.

##### **Host City Staffing Needs**

6-8 artist liaisons – to assist with artist/dressing room execution



## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### PRESS

#### Host City Press Team

The press team in the Global Host City will coordinate directly with HHIJ press lead Alisse Kingsley, who oversees press for IJD worldwide, and her team based in the US. The Host City/Country must hire a locally-based publicity team who will work with Kingsley and her team in advance of IJD to strategize on the announce, set-up, execution and follow-up for all press elements.

These include but are not limited to:

- Press release(s) - coordinate timing on a local and global level in conjunction with HHIJ and UNESCO
- Creation of additional materials such as videos, photos, etc.
- Scheduling of interviews both in advance and on-site
- Coordination of social media teams
- Coordination of media targets including print, broadcast, radio and online. Global Host City press team should have a thorough working list of both local and international press based in the Global Host City
- Participation in conference calls leading up to IJD; meeting upon HHIJ/UNESCO team arrivals in Global Host City
- Coordination of press attending all on-site educational activities, welcoming ceremony and Gala Concert
- Making sure that on-site logistics are secured and staffed such as check-in areas, media badges, crew stations at events (with a mult box), house photographer, etc.
- Servicing of all materials post-event including wrap release and photos and forwarding of all press coverage

Local press team will coordinate directly and work closely with IJD worldwide press team to ensure a successful event. Both teams will begin meeting via conference call/zoom asap to create a strategic timeline for announce and other press milestones.



**INTERNATIONAL JAZZ DAY  
IJD PRODUCTION REQUIREMENTS – V4**

**COLLATERAL & SIGNAGE**

<b>CATEGORY</b>	<b>QTY:</b>
<b>EVENT CREDENTIALS (CATEGORIES INCLUDE BUT NOT LIMITED TO):</b>	<b>TBD</b>
ARTIST	
PRODUCTION	
STAFF	
MEDIA	
EDUCATION/ OUTREACH PROGRAM	
VIP	
<b>GLOBAL CONCERT PRINTED PROGRAM BOOK</b>	<b>TBD</b>
<b>EDUCATION/OUTREACH PROGRAM BROCHURES</b>	<b>TBD</b>
<b>RETRACTABLE/PULL-UP BANNERS - 8'</b>	<b>20</b>
(ideally 39.25" x 83.25" visible area, recommended Blade Lite 1000 or equivalent for indoor use, Thunder Outdoor Banner Stand or equivalent for outdoor use)	
<b>GLOBAL CONCERT &amp; EDUCATION/OUTREACH PROGRAM EVENT SIGNAGE</b>	<b>TBD</b>
-General Event Signage / Stage Backdrop Per Venue (size TBD dependent on venue)	
-Signage outlining schedule and locations of activities taking place in and around the Global Host City	
<b>HOST CITY SIGNAGE PLAN</b>	<b>TBD</b>
- VENUES	
- AIRPORT	
- CITYWIDE	
- MASS-TRANSIT	





**INTERNATIONAL JAZZ DAY  
IJD PRODUCTION REQUIREMENTS – V4**

**COLLATERAL & SIGNAGE cont:**

**INVITATIONS:**

- |                     |     |
|---------------------|-----|
| - WELCOME RECEPTION | TBD |
| - GLOBAL CONCERT    | TBD |
| - CAST PARTY        | TBD |



**INTERNATIONAL JAZZ DAY  
IJD PRODUCTION REQUIREMENTS – V4**

**TRANSLATION V.1**

TBD dependent on Host City/Country

## INTERNATIONAL JAZZ DAY IJD PRODUCTION REQUIREMENTS – V4

### RECEPTION & SPECIAL EVENTS

#### 1. Welcome Reception\* - 29 April – 18:30 – 20:30

- Location – TBD
- Attendance – 150 minimum
- Buffet or passed hors d'oeuvres + drinks
- Music – Live background music or piped in music
- Equipment – PA & Backline as needed
- Speakers (short remarks): (no particular order at this time)
  - Government Official
  - Tom Carter
  - Herbie Hancock
  - DG
- IJD Branding - pull-up banners

#### 2. Cast Party\* - 30 April (post-show) - 22:30 – 01:00 (1 May)

- Location – TBD
- Attendance – 300 minimum
- Dinner – Buffet
- Room Set / Floorplan – Not a formally seated event BUT table seating avail for 100+
- Music – To Be Determined (no jam sessions)
- IJD Branding – pull-up banners

*\*please forward floor plans and menus for review*