



Dear Road Manager,

We are glad you are able to attend the 2018 Detroit Jazz Festival presented by Quicken Loans as Road Manager for your ensemble. The role of a road manager at the festival is extremely important, as it serves as our primary point of contact for all artists in your ensemble. Upon your arrival to the festival hotel (Detroit Marriott at the Renaissance Center), you will receive a packet containing itineraries, backstage credentials, and meal tickets for all artists in your ensemble. It is essential for you to distribute these materials to all ensemble artists *before* their arrival to the performance stage.

It is your sole responsibility to:

- Ensure artists receive itineraries, festival information, meal tickets, and credentials (you will receive one [1] meal ticket per member, one [1] artist/backstage wristband for each artist, and one [1] artist/backstage wristband for the Road Manager)
- Ensure all performing artists in your ensemble report to the stage (or Motor Lobby for artists staying in the festival hotel) for call times 60 minutes prior to performance for line checks
- Organize and accompany ensemble artists for all scheduled rehearsals, performances, artist signings, and any other contractually agreed upon engagements
- Be available to receive all festival communications and relay pertinent information to performing artists while your ensemble is on site

*****NOTE:*** *As we only have a limited number of credentials, they will be very difficult to replace. Please ensure they are not lost or misplaced. We will not be able to replace credentials easily for any ensemble.*

AIRPORT TRANSPORTATION

Arrivals: All arrivals will be met in the baggage claim area at the airport terminal. A Hospitality team member will be inside the baggage claim area with Detroit Jazz Festival signage and artist name to meet arriving artists and escort them to Metro Car vehicles for transportation to the festival hotel.

Departures: All Artists should plan to leave from the Main Transportation Depot (located curbside at the Motor Lobby of the festival hotel) approximately two (2) hours prior to the scheduled flight departure time. Artists should confirm their departure shuttle on the day of or evening prior to departure at the Transportation Desk, which is located also curbside at the Motor Lobby of the festival hotel. Special departure times will be accommodated if resources allow and should be discussed with the Transportation Manager, Lisa Brancato, at transpo@detroitjazzfest.org or 313.408.1605, prior to the event.

ONSITE TRANSPORTATION

The festival offers an intuitive on-campus artist transportation system to move ensembles from the festival hotel and Ford Auditorium Artist Parking Lot to performance stages and back. With artist transportation depots at the Artist Parking Lot, Marriott Motor Lobby, and all four stages (located backstage), artists merely report to the nearest artist transportation depot 60 minutes prior to the performance time for transportation to stages for line checks. All artists **MUST** have their credential to utilize the artist transportation system, so please have your credential with you at all times on the footprint. Designated Artist Services representatives are posted at every depot to assist artists as artists arrive and exit performances. Please direct any on-site transportation concerns to our Artist Transportation representative, Danny DeRose, at 248.659.7509, who will be posted at the Main Transportation Depot, for additional assistance.

FORD AUDITORIUM ARTIST PARKING LOT

The artist parking lot is conveniently located on Bates and Atwater, directly next to the Pyramid Stage. Artists driving to the festival will be given a parking pass for each vehicle utilizing the parking offer for the length of their engagement. Please note this **FREE** parking is available to all performing artists, however, space is very limited. We ask that you please communicate to your ensemble members the importance of relocating their vehicles upon the conclusion of the engagement, so we may be sure to have space available for musicians performing after your ensemble has performed. Please see the 2018 festival site map for details.

MERCHANDISE

Stage-side artist signings are scheduled 30 minutes following the conclusion of each performance. Research shows most CDs are sold immediately following a performance, particularly when accompanied by an artist signing. If you would like to have your CDs available for purchase, all merchandise must be mailed to our office with a completed "Inventory Submission Form" by Wednesday, August 22, 2018 so we may plan and prepare merchandise to be distributed onsite at merchandise booths and artist signing tents. An Artist Services representative will be located backstage immediately following performances to escort artists to their scheduled stage-side Artist Signing.

HOSPITALITY

Daily food and beverage services are provided by official festival sponsors on the day of each artist's performance. Each artist will be provided with one meal ticket per performance to be used ONLY on performance days. Meal tickets are included in the artist packets provided to road managers upon arrival to the festival hotel. The festival does not guarantee specific menus, but provides a substantial, high quality meal with vegetarian options. These services are provided in the Mack Avenue Music Group Artist Hospitality Lounge, located stage left behind Carhartt Amphitheater Stage in the glass room. Artist hospitality is available Saturday and Sunday, 12 p.m. – 9 p.m. and Monday, 12 p.m. – 9 p.m. Dinner is provided Saturday and Sunday, 4 p.m. – 9:30 p.m. and Monday, 4 p.m. – 8 p.m.

INSTRUMENT REPAIR

If an instrument needs repair, the Detroit Jazz Festival Foundation now provides an experienced repair technician on site from Detroit Wayne Music Studio to diagnose and complete minor repairs that are required for instruments at no charge! For more information, please contact Richard Pioch at 586.822.1977 or visit the Detroit Jazz Festival Instrument Repair Station located on the third floor of festival hotel.

BACKLINE/PRODUCTION

If you have any questions or concerns regarding backline, stage plot, tech needs, or the 30-minute line-checks surrounding your performance at the festival, please contact our Production Manager, Mike Fotias, at foton@paxahau.com or 248.912.8989.

DETROIT JAZZ FESTIVAL BUSINESS OFFICE

We value your concerns and want to ensure they are addressed immediately and professionally. For any on-site questions, concerns, or emergencies, please visit our Business Office, located on the third floor of the festival hotel, during festival hours, 11 a.m. - 11 p.m. throughout the festival weekend. The office will be staffed with festival team members ready to assist you immediately upon arrival.

ARTIST PAYMENT

To streamline our payment process and solidify check disbursement, the Detroit Jazz Festival Foundation holds all artist final payment checks in the business office. Checks may be picked up after the performance has concluded and during festival business hours, 11 a.m. - 11 p.m. throughout the festival weekend. All unclaimed checks will automatically be mailed on Tuesday, September 4, 2018. For questions or concerns, please contact Michelle Minter in our finance department at finance@detroitjazzfest.org.

CONTACTS

Artist Hospitality: Erica Banks, hospitality@detroitjazzfest.org; 313.412.0580

Production: Mike Fotias, foton@paxahau.com; 248.912.8989

Airport Transportation: Lisa Brancato, transpo@detroitjazzfest.org; 313.408.1605

Artist Payment: Michelle Minter, finance@detroitjazzfest.org; 313.469.6564

Golf Cart Transportation: Danny DeRose; 248.659.7509

Director of Operations: Kim Collins, kcollins@detroitjazzfest.org; 313.400.0959

Instrument Repair: Richard Pioch, 586.822.1977

The Detroit Jazz Festival Foundation's goal is to provide artists with the utmost support and streamlined logistics to ensure a stress-free environment, allowing artists to focus on the music and their performance. You are an important part of this equation! Please let us know if you need additional information.

Sincerely,

The Detroit Jazz Festival Foundation Team