B.C. Interior Jazz Festival

Registration Instructions

All festival forms are now available as fillable pdfs. Please use the example sheet provided and follow these instructions when completing your registration forms.

For ***each*** participating Ensemble, directors must submit one copy of the following forms:

- Stage Layout
- Repertoire List
- Outstanding Performer Nomination

Submit **one** copy of the Participant Contact Information Form per school.

Stage Layout Forms:

- Select the print icon to have access to fill in the document on the web browser.
- Enter each student name into the instrument box sections. Please ensure the order is accurate.
- The small boxes laid out in front of the instruments are for **solo mic placement.** Put a 1, 2, or 3 in the box to indicate the song order you require a mic.
- If you have non-standard instrumentation, please indicate that on the form. In the example sheet provided, you will see (fl) beside student names to indicate that those are flute players.
- Once all selections have been added, select the download icon and download the form 'with your changes' to your desktop.

All Forms:

- Once you have completed a form, save it with your school name and ensemble as part of the file name. For example; Stage Layout – Jazz Band - OKM Senior 1.
- Submit your forms to the festival via email to bcinteriorjazzfestival@gmail.com.
- Forms are to be submitted to the festival no later than **March 10th, 2026**

Contact the Festival Coordinator, Craig Thomson, at craig.thomson@sd23.bc.ca if you have any problems/questions when filling out these forms.