



Dear Festival of Winds Participant,

On behalf of the University of South Florida's School of Music, I am pleased to congratulate you on your selection to the 2024 USF Festival of Winds, Opus 49. Your Band Director has recommended you based on your outstanding musical ability and leadership. Our goal is to provide an experience that will help you grow and expand your musicianship at the individual and ensemble level. In addition, you will have the opportunity to spend four days on a university campus making new friends and establishing life-long memories.

In this packet you will find important information relating to registration, required forms, hotel accommodations, meals and much more. Students, parents, and band directors are asked to read through these documents thoroughly. It is impossible for this packet to cover answers to all questions that may arise, so please ask your Band Director immediately if you have any additional concerns. Your Band Director will then contact us if necessary and we will help in every way possible. Also, please be sure to add our official website to your internet browsers favorites list. The website will become an extremely important tool as we get closer to the start of our event.

We wish you the best over the next couple of months as you prepare for what will be one of the most rewarding and valuable events in your high school career. Congratulations on your acceptance into the festival and we look forward to meeting you in December.

Sincerely,

Dr. Matthew McCutchen  
Director of Bands  
University of South Florida

## *Process for Registration and Payment*

Once students have been notified of their selection by their band director, they must visit our electronic Student Registration portal and complete an online registration. Band Directors have been emailed this link, so please get it from them directly.

### **Deadline for Student Registration and Payment is October 18, 2024.**

After completing their online registration, either the student or their director must finalize their intent to participate by visiting our payment website link (which is also enclosed with the director's acceptance email) and complete the payment process.

Payments must be received by **October 18** to confirm participation in the festival. All payments must be made through our payment website by credit card or debit card. **We cannot accept paper checks, money orders, or cash.**

Students will have two options for accommodations as shown below.

#### Plan A - \$380.00 – Residential Students

Registration fee includes all meals, housing, clinician/conductor expenses, transaction fees, and other festival expenses. Resident participants will also receive a commemorative t-shirt.

#### Plan B - \$280.00 – Commuter Students

Registration fee includes all meals, clinician/conductor expenses, transaction fees, and other festival expenses. Commuter participants will also receive a commemorative t-shirt.

All payments must be received on time. The payment website will automatically shut down at midnight on October 18. **Students who have not completed and paid for their registration by the final deadline will be replaced with alternates.** Do not risk losing your spot at Festival of Winds; be sure to complete your online registration and payment information by the deadlines stated above.

**Students and Parents:** Please be sure to check with your Band Director first on method of payment for the event. In some cases, schools will pay for this event through their booster club or school district. Once a payment has been received there will be **no refunds** unless there is an extenuating circumstance that is deemed acceptable by Dr. McCutchen.

## *On-Site Registration and Required Forms*

On-Site registration will take place in the School of Music Conference Center on Thursday, December 5, 2024, from 11:30am until 1:30pm. All resident participants must drop off luggage at the Embassy Suites before reporting to the School of Music for check-in. Before registering all participants should have electronically filled out the **Participation Form** which include Festival Guidelines, Medical Information, and a Photo/Video release. The Participation Form can be found under the “Student Info” section on the Festival of Winds website. Please note that the Photo/Video release is required by the university, and we have never used FOW pictures in any way other than the next year’s FOW web page. You do need to be aware that the concerts will be livestreamed. Students will not be allowed to register on-site until the Participation Form is submitted. Since there is a two-hour time block between the time registration begins and the first meeting, we will be offering student-led camps tours that will leave the School of Music every 15 minutes from 11:45am – 12:45pm.

Participants will receive their official ID badges and t-shirts once the check-in process has been completed.

## *Hotel Accommodations and Check-In*

Resident participants will be housed at the USF Embassy Suites, located on-campus, just off Fowler Avenue. The address for the hotel is:

**3705 Spectrum Boulevard, Tampa, Florida 33612  
813-977-7066**

Festival of Winds staff will handle room assignments and will make every effort to do this by school and will be done in quad occupancy (**4 students to a room**). Changes to room assignments and roommate requests will not be accommodated, and if a participant fails to abide by this policy they will be removed from the Festival. Male and female students are **prohibited** from being in the same hotel room at any time. Family members are also not allowed to stay in a room with a student. This is for the safety of all our participants and is non-negotiable. Please note that we are not able to accommodate students who request a room to themselves.

Resident participants will store their luggage in a secured room at the Embassy Suites before reporting to the School of Music Conference Center for on-site registration. Resident participants will receive their hotel room assignments and keys at the end of rehearsals on Thursday evening. Once everyone has received this information, resident participants will be escorted by our chaperones to the hotel where they will retrieve their luggage and report to their assigned rooms.

All questions about the hotel should be directed to Devin DeDon – [devindedon@usf.edu](mailto:devindedon@usf.edu)

Chaperones for the hotel will be USF graduate and undergraduate students. **In accordance with the regulations set by the 2005 Jessica Lunsford Act, hotel chaperones have received Level II clearance by the State of Florida.**

## *Transportation and Parking*

Participants are responsible for arranging their transportation to and from every event throughout the festival. Participants who have chosen Plan A (residents) and drive themselves to the festival on Thursday will not be permitted access to their vehicles again until Sunday departure. Participants who have chosen Plan B (commuters) will only be allowed to use their vehicles for arriving or departing the School of Music in the morning or evening. Participants who fail to abide by this policy will be asked to leave the festival. Resident participants will walk in chaperoned groups to and from the hotel and the School of Music. The walk from the hotel is approximately 10-15 minutes so be sure to wear comfortable shoes and plan for multiple weather situations.

Commuter students must park in the appropriate parking lots. USF Parking and Transportation Services enforce parking rules 24 hours a day, 7 days a week and Festival of Winds is not responsible for any parking tickets received during your time at USF. Daily Parking Permits are \$5.00 and are available through the ParkMobile app - <https://parkmobile.io>.

### **\*IMPORTANT INFORMATION REGARDING PARKING\***

Make sure you arrive early, especially on Thursday and Friday, as university classes are still in session and parking is limited.

## *Meals and Dining*

Meals will be provided for FOW students as listed below. **NOTE:** All participants must remain on campus for meals during our event. **NO EXCEPTIONS!** There will be vegetarian and vegan options for each meal. If your dining requirements are more restrictive, we will do our best to accommodate them, but we are limited in scope so please contact us well in advance.

**Thursday** – Dinner is provided for all participants

**Friday and Saturday** – Breakfast for Resident Students; Lunch and Dinner for all participants

**Sunday** – Breakfast for Resident Students; Lunch for all participants

## *Chair Placement Auditions*

Chair placement audition music will be made available to download from the Festival of Winds website beginning **Friday, October 4**. Student requirements for the auditions include the downloaded excerpts, full range chromatic scale and a 3 chromatically adjacent major scales (i.e. Eb-E-F, or G-Ab-A). Please note that those students who wish to audition on piccolo, English horn, Eb clarinet, or soprano saxophone must also prepare the flute, oboe, Bb clarinet, and alto saxophone audition music respectively.

Students auditioning for the Jazz Ensemble are required to submit a Jazz Audition video by **Friday, November 8**. Students who are selected for this ensemble will be notified as soon as possible and are not required to submit an audition video for the concert bands. The student must be clearly visible throughout the entire playing of the audition material and the highest quality audio/video recording is encouraged as these auditions determine chair placement within our ensembles. Once the audition is successfully recorded it must be uploaded to YouTube (make sure it is marked for public viewing) and the link is emailed to [mccutchen@usf.edu](mailto:mccutchen@usf.edu). Important details for the email submission are as follows:

- **Email Subject:** FOW 2024 Jazz Audition
- **Email Body:** School Name, Student Name, Instrument, Video YouTube Link

All students are required to submit a Chair Placement Audition video by **Thursday November 21**. The student must be clearly visible throughout the entire playing of the audition material and the highest quality audio/video recording is encouraged as these auditions determine your chair placement within our ensembles. Once you have successfully recorded your audition, students/directors are required to upload the video to YouTube (make sure it is marked for public viewing) and email the link to [mccutchen@usf.edu](mailto:mccutchen@usf.edu). Important details for your email submission are as follows:

- **Email Subject:** FOW 2024 Chair Audition
- **Email Body:** School Name, Student Name, Instrument, Video YouTube Link

Chair Placement Auditions are required for every Festival of Winds participant. Students who do not submit a video audition following the guidelines above or by the deadline will be seated last chair in the ensemble. REMINDER: The deadline for emailing your audition video is **Thursday, November 21**.

## *USF Music Major Auditions*

Seniors who are interested in majoring in music at USF are invited and encouraged to audition for School of Music admittance while you are here for the festival. We have set aside Thursday afternoon from 11:30am – 1:30pm for auditions, but if that time doesn't work we can find another time that is mutually acceptable. To begin the process, please email [musicadmissions@usf.edu](mailto:musicadmissions@usf.edu)

## *Masterclasses and Concerts*

On the Saturday of Festival of Winds participants will attend a masterclass for their instrument led by our USF School of Music applied faculty, with possible additional participation by graduate and undergraduate students from their studios, and/or other guest artists. Please note that every master class is run differently and may or may not involve student participation. Participants should bring their instruments with them to be prepared.

As part of their musical expansion, all participants will be placed in a chamber ensemble related to their instrument (flute choir, trumpet choir, percussion choir, etc.). These ensembles will perform a final concert on **Saturday, December 7**, at 7:00pm in the Concert Hall. The Festival Jazz Band will be the final performing ensemble of the evening. This concert is not open to the public but will be livestreamed for parents to enjoy from the comfort of their own homes.

Our Grand Finale Concert, featuring our three honor bands, will be held on **Sunday, December 8**, in our School of Music Concert Hall. Performance times are as follows:

**Dr. Tobias' Wind Band - 11:30am    Dr. Samuels' Wind Band - 12:45pm**  
**Dr. Hickens' Wind Band - 2:00pm**

Each student will receive two concert tickets that will be available for pick-up by a family member at the box office on Sunday, forty-five minutes before their student's scheduled performance time. Additional tickets will be available in limited quantities on a first-come, first-serve basis.

Parking will require a permit purchase. This must be done through the ParkMobile app - <https://parkmobile.io>

## *Leaving Early*

If a student must leave the festival early for any reason it is imperative that Dr. McCutchen be notified as soon as possible – [mccutchen@usf.edu](mailto:mccutchen@usf.edu). If the student is being picked up from the hotel at night they should let the lead chaperone know, and the chaperone will call Dr. McCutchen. Students will not be allowed to leave without written, verbal, or visual confirmation from a parent.

# ***Festival Packing Checklist***

Print this document to check-off items as you pack

\_\_\_ **A music stand!** Be sure it is clearly labeled with your full name! Please note that the School of Music will not provide music stands for rehearsals.

\_\_\_ **Your instrument(s)!** Yes, we have had people forget these before! Please make sure there is something on your case that identifies it as belonging to you.

\_\_\_ **Wind Instrument Accessories:** Reeds, Cork Grease, Valve Oil, Cleaning Swabs, Mouthpieces, Brass Mutes, Ligatures, etc. You never know what you might need, so plan accordingly.

\_\_\_ **Percussion Accessories:** Our event will provide participants with all percussion instruments. Participants are required to bring their own sticks and mallets, preferably in a labeled bag.

\_\_\_ **Pencils:** A musician's best friend. Never leave home without at least 3 of them.

\_\_\_ **4 days of comfortable clothing:** As a rule of thumb, if you are not allowed to wear it at your school, then you are not allowed to wear it during our festival. The rehearsal areas may be chilly, so be sure to bring some warm clothes to layer.

\_\_\_ **Toiletries:** Toothbrush, Toothpaste, Hair Care Products, Combs, Brushes, Deodorant, Make-Up, Face Wash, Shaving Materials, Feminine Products, Nail Clippers, etc.

\_\_\_ **Prescription Medication:** All medications you are taking must be listed on your medical release form. Any unauthorized use of prescription medications will result in an immediate dismissal from our festival without a refund.

\_\_\_ **Umbrella/Poncho:** We have no way of knowing how the weather will be when walking to and from the hotel and rehearsal sites in the mornings and evenings. Be sure to pack these items just in case.

## **Concert Attire:**

Saturday Chamber Concert – Festival T-Shirt / Blue Jeans / Belt / Socks / Sneakers

Sunday Wind Band Concerts – Formal Black