Welcome to the Stanford Jazz Workshop! We’re delighted that you will be participating this summer.

The Stanford Jazz Workshop (SJW) is a community of students and teachers who gather together from different places and cultures to share their ideas and approaches to music, to perform, and to learn from each other. It’s always a lot of fun and a very rewarding experience.

Don’t worry about the things you don’t yet know. SJW is a great place to learn, and we have students at all levels of experience, so you’ll be learning along with other people at your level. Everyone comes to SJW to learn, and even the faculty members go home with new ideas. Often the difference between a musician who sounds comfortable and one who is struggling is just a matter of a little knowledge, a new concept, or some experience, and SJW is the perfect place to get all those things. You’ll be surprised at how much you pick up in a short time!

Spend some time with your instrument in the days before coming to SJW. We do a lot of playing and it’s good to have your endurance up and your chops in good shape. Review what might you already know about scales, arpeggios, chords, harmony, and improvisation, and listen to as much jazz as you can. Whether you’re just beginning your jazz studies or you feel you’re at an advanced level, come with an open mind, and you’ll get a lot out of your experience at SJW.

We’re looking forward to having you participate in some wonderful music this summer!

Jim Nadel, Artistic and Executive Director

How to use this document

Method 1. Using the bookmarks at left, open individual categories by toggling their disclosure triangles, then go directly to particular questions by clicking on them.

Method 2. Type in the subject you’re looking for into the Find window in the menu bar above.

Method 3. Every entry on the Table of Contents on the following page is a live link; just click on any topic and you’ll go right to it. And if you’d prefer to just print out this document, that good old-fashioned Table of Contents on the following page will show you where everything is.

If your questions aren’t answered here, please don’t hesitate to contact our Director of Program Operations, Janel Thysen
2016 Jazz Camp Package
Information Pack

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines and Policies</td>
<td>3</td>
</tr>
<tr>
<td>Stanford Jazz Workshop Guidelines</td>
<td>3</td>
</tr>
<tr>
<td>Important deadlines</td>
<td>5</td>
</tr>
<tr>
<td>Program Start Dates and Times</td>
<td>6</td>
</tr>
<tr>
<td>Late arrival</td>
<td>6</td>
</tr>
<tr>
<td>What to bring</td>
<td>7</td>
</tr>
<tr>
<td>Checklist</td>
<td>7</td>
</tr>
<tr>
<td>Clothing</td>
<td>7</td>
</tr>
<tr>
<td>Spending money</td>
<td>8</td>
</tr>
<tr>
<td>How to Prepare</td>
<td>8</td>
</tr>
<tr>
<td>Instruments and equipment</td>
<td>9</td>
</tr>
<tr>
<td>Primary instrument/multiple instruments</td>
<td>9</td>
</tr>
<tr>
<td>Instrument rental</td>
<td>9</td>
</tr>
<tr>
<td>Instrument storage</td>
<td>11</td>
</tr>
<tr>
<td>First Day of Camp: Sun 7/17</td>
<td>11</td>
</tr>
<tr>
<td>Overview</td>
<td>11</td>
</tr>
<tr>
<td>First day of Jazz Camp Package</td>
<td>12</td>
</tr>
<tr>
<td>Registration Day classes and events</td>
<td>13</td>
</tr>
<tr>
<td>Sunday evening Jazz Festival concert</td>
<td>13</td>
</tr>
<tr>
<td>Miscellaneous First Day Information</td>
<td>14</td>
</tr>
<tr>
<td>Parent and family departure</td>
<td>14</td>
</tr>
<tr>
<td>Where to eat on the first day of Camp</td>
<td>14</td>
</tr>
<tr>
<td>The daily schedule, Monday – Friday</td>
<td>14</td>
</tr>
<tr>
<td>All participants</td>
<td>14</td>
</tr>
<tr>
<td>Commuters</td>
<td>14</td>
</tr>
<tr>
<td>Dorm Residents</td>
<td>15</td>
</tr>
<tr>
<td>General daily schedule</td>
<td>15</td>
</tr>
<tr>
<td>Jazz Camp Package daytime events</td>
<td>16</td>
</tr>
<tr>
<td>Jazz Camp Package evening events</td>
<td>17</td>
</tr>
<tr>
<td>Friday night events</td>
<td>17</td>
</tr>
<tr>
<td>Friends and Family Dinner</td>
<td>17</td>
</tr>
<tr>
<td>Participant Showcase Concert</td>
<td>18</td>
</tr>
<tr>
<td>Jazz Camp Dorm Resident information</td>
<td>19</td>
</tr>
<tr>
<td>Weekend Schedule</td>
<td>18</td>
</tr>
<tr>
<td>Key deposit accepted July 10, 2016</td>
<td>20</td>
</tr>
<tr>
<td>Key return policy</td>
<td>20</td>
</tr>
<tr>
<td>Check-in/out times</td>
<td>20</td>
</tr>
<tr>
<td>Check-in procedure</td>
<td>20</td>
</tr>
<tr>
<td>Check-out procedure</td>
<td>21</td>
</tr>
<tr>
<td>Dorm Room Assignments</td>
<td>21</td>
</tr>
<tr>
<td>Dorm residents attending consecutive weeks</td>
<td>21</td>
</tr>
<tr>
<td>Internet access</td>
<td>21</td>
</tr>
<tr>
<td>Transportation and directions</td>
<td>21</td>
</tr>
<tr>
<td>On-campus parking</td>
<td>21</td>
</tr>
<tr>
<td>Ground transportation from airports</td>
<td>22</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>22</td>
</tr>
<tr>
<td>Local lodging</td>
<td>24</td>
</tr>
<tr>
<td>Office hours</td>
<td>24</td>
</tr>
</tbody>
</table>
Guidelines and Policies

By attending Stanford Jazz Workshop programs, participants and their parents or guardians agree to accept all Stanford Jazz Workshop policies and guidelines. We expect all participants to abide by the following rules regarding participant conduct while SJW is in session. Any violation of these rules may be grounds for immediate expulsion. No refund will be issued to a participant who is dismissed from a SJW program for violating SJW policies. In addition to these general policies, please see the listing for policies and guidelines specific to the program(s) you will attend.

Stanford Jazz Workshop Safety Guidelines

The safety and comfort of participants are of the utmost importance to Stanford Jazz Workshop. To help ensure your own safety and comfort, please observe the following guidelines.

- Safety first: If you sense a threat to your safety or the safety of others, notify a counselor or staff member immediately. In an emergency, call 911 or from a campus phone dial 9–911.

- If you have a problem, talk to a counselor or your teacher. If you have a problem with a counselor or teacher, talk to the head counselor or a staff member at the SJW main office.

- Always walk with someone else or with a group of SJW participants. After dark, walk together on well-lighted pathways. Be aware of your surroundings and avoid talking on cell phones or listening to headphones while walking. Additional guidelines will be explained at the Welcome Meeting.

- Participants under 18 years of age are expected to remain within SJW’s boundaries on the Stanford campus while SJW classes are in session (9am-3pm during Giant Steps Jazz Day Camp and first week of Giant Steps Package, 9am-5pm during Jazz Camp, Jazz Camp Package, second week of Giant Steps Package and first week of the Advanced Package, 9am-6:20pm during Jazz Institute and second week of the Advanced Package). Specifically, unless otherwise directed by SJW staff or faculty, participants are only permitted in Braun Music Center, Tresidder Union, Stanford Bookstore, Stanford Post Office, SJW dining locations and SJW dorm buildings. All other locations are considered out of bounds.

- Minor commuter participants who are attending a program between July 17-August 5 are encouraged to stay and attend Jazz Festival concerts (free) and evening jam sessions and activities (free) at the discretion of their parents. Stanford Jazz Workshop will not be responsible for minor commuter participants after the end of daily classes.

- Participants staying on Stanford campus must abide by rules outlined by SJW counselors as well as Stanford University policies. Residence hall rules will be discussed at the SJW Dorm Resident Orientation on Sunday of each program week.

- Minor dorm residents may not get into an automobile unless they have permission from their parents and SJW management.
Community Conduct Guidelines

The following conduct guidelines must be observed in order to maintain an environment conducive to learning and enjoyment.

- Conflicts must be resolved in a peaceful and orderly manner; fighting is grounds for immediate dismissal from Jazz Camp.
- Non-emergency cell phone use is not permitted in class; all devices must be set to silent mode or turned off while participants are in classes and performances.
- Faculty, staff, and counselors are to be respected, just as participants are to respect each other.

Stanford Jazz Workshop Policies for All Participants

These rules apply to all participants, regardless of age. Please see below for additional policies that apply only to students under 18 years of age.

Any participant may be dismissed for any of the following reasons:

- Stealing or vandalizing property
- Possessing weapons or illicit drugs of any kind
- Bullying, hazing, or sexual harassment
- Undermining or threatening the safety or well-being of themselves or others

Stanford Jazz Workshop Policies for Minors

In addition to the policies listed above, any participant under 18 years of age may be dismissed for any of the following reasons:

- Being outside of SJW boundaries or leaving campus unaccompanied by a SJW staff member (Minor participants who wish to leave SJW areas must have both written parental permission and advance authorization from SJW staff. Please contact the main office to complete a Student Release Form before taking your student off campus)
- Being in dorm room area designated for the opposite sex
- Leaving a dorm after you have checked in for the night
- Possessing or using tobacco, alcohol, drugs, or weapons of any kind
Important deadlines

February 1, 2016
End of Early Bird registration discount of $50.

March 1, 2016:
• Financial aid deadline
  ∕ All financial aid materials must be received by this date.
  ∕ Please note, once you select you want to apply for financial aid online when completing registration for one of our programs, it will take us up to 72 hours to email the financial aid application to you. In order to complete your application you will be required to submit a student essay, letter of recommendation, and proof of your financial situation. For more information please go here.

April 1, 2016:
• Financial aid decisions will be finalized. All students whose applications for financial aid were received by SJW by the March 1 deadline will receive a response via email by April 1.

May 1, 2016:
• Balances due to SJW must be received by this date. Payments may be made online through your SJW account at this location: registration.stanfordjazz.org/
• Cancellation deadline to receive full refund minus deposit for all summer programs.
• Placement recordings are due for Jazz Camp. All students who plan on attending Jazz Camp will need to submit 2 audio recordings that SJW staff will review in order to place students in a combo and/or classes with other students at their level. Instructions on how to how complete the placement evaluation process will be emailed after a participant’s registration application has been processed. Students who have already submitted an audition in 2016, may choose to use the recordings that were already submitted for placement.
  For more information about placement recordings please go here.

June 1, 2016:
• Housing/resident option deadline
  ∕ Due to limited housing at Stanford, after June 1 housing will be available on a case-by-case basis and the housing package for each program will increase by $100
• Suggested enrollment deadline.
  ∕ Since enrollment is based on balanced instrumentation, for optimal consideration, applicants are strongly encouraged to enroll no later than June 1.
  ∕ Please note, many instrument categories fill up as early as March so early registration is strongly encouraged.

June 15, 2016
• Cancellation deadline to receive a 50% refund minus deposit for all summer programs. No refunds will be issued after this date.
• Instrument Rental Requests due. Please submit via e-mail to registrar@stanfordjazz.org. Rental fee is due
one week after SJW confirms availability of requested instrument. Confirmation of availability may take several weeks. Please submit your request as soon as possible.

- Roommate Requests due. For resident participants staying in dorms, please submit via e-mail to registrar@stanfordjazz.org. We will do our best to meet your requests, but due to housing configurations, we cannot guarantee that we can fulfill all requests.

- Dorm Resident Check-In/Check-Out Notification due. Please notify the SJW Registrar office which day you will be checking out, or if you plan to arrive or leave after regular check-in/check-out times, listed below:

<table>
<thead>
<tr>
<th>Check-in times during Registration Day</th>
<th>Check-out times at end of Comprehensive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorm check-in, Sunday</td>
<td>Friday evening</td>
</tr>
<tr>
<td>12:00 p.m. – 1:00 p.m.</td>
<td>5:00 p.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday morning</td>
<td>8:00 a.m. – 10:00 a.m.</td>
</tr>
</tbody>
</table>

**July 1, 2016:**

- Theory evaluation deadline for Jazz Camp, Jazz Camp Package, and Advanced Package students.

**July 10, 2016:**

- Dorm Key Deposits: Beginning July 10, dorm key deposits are accepted, and are due no later than one week prior to your arrival for camp. Please visit your online SJW account to submit your deposit: registration.stanfordjazz.org/

**July 14, 2016:**

Enrollment closes three days prior to the beginning of our summer program. No applications will be accepted after the following dates for the following programs: Jazz Camp Package: Thursday, July 14 at midnight

**Program Start Dates and Times**

<table>
<thead>
<tr>
<th>Program</th>
<th>Start Date</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-week Jazz Camp Package</td>
<td>Sunday, July 17</td>
<td>12:00 p.m. for residents, 1:00 p.m. for commuters</td>
</tr>
</tbody>
</table>

**Late arrival**

In case of late arrival: If you will be a dorm resident and will be arriving after 1:00 p.m. or a commuter and arriving after 2:00 p.m. on Registration Day, please call our office at 650-736-0324 or email us at registrar@stanfordjazz.org as far in advance as possible so we can make late arrival arrangements.

**What to bring**

**Checklist**

**All Jazz Camp Package participants**

- An instrument with current identification tag (or arrange to rent an instrument by June 15). Drum kits, amplifiers, and pianos/keyboards will be provided.
• Extra reeds, strings, rosin, valve oil, slide cream, tuning slide grease, cork grease, or other instrument supplies.

• Lock for instrument locker if desired (participants with large instruments such as bass and drums do not need one since those instruments are stored in Braun Rehearsal Hall).

• Note pad, music paper, pens, and pencils.

**Jazz Camp Package commuters**

• Lunch or money for lunch; prices range from $7 to $15 for lunch. The most common and closest eateries are: **Coho** and **Treehouse**

**Jazz Camp Package dorm residents**

• Casual clothing suitable for hot days and cool nights. There will be a participant Showcase performance for which you may want to bring something a little nicer.

• Spending money: $60–$80 per week for books, t-shirts, CDs, snacks, etc.

• Alarm clock.

• Small fan (optional; note that dorms are not air conditioned).

• Toiletries (shampoo, deodorant, toothpaste, sunscreen, etc.).

• Washcloth.

**Please note:**

• Sheets, towels, a blanket, and a pillow will be provided.

• Some supplies such as locks and small fans may be purchased at the Tresidder Express (located across the courtyard from Treehouse in Tresidder Student Union) or Stanford Bookstore (located next to the post office).

**Clothing**

The weather during the summer is usually warm and dry, although the nights may cool off a bit. Dress is casual at SJW, and shorts and T-shirts are acceptable. For the participant Showcase performance, you may want to bring something a little nicer, such as a polo shirt and khaki pants, or a summer dress or skirt.

**Spending money**

Jazz Camp Package dorm residents will receive a Meal Card, which can be used to purchase all meals. Commuter participants should bring their lunch or purchase it on campus; prices for lunch at Tresidder Student Union typically range from $7 to $15. All participants may wish to bring an additional $60–$80 to purchase books, jazz recordings, snacks, souvenirs, or other supplies.

The Stanford Federal Credit Union, Bank of America, and Wells Fargo Bank are located at Tresidder
Memorial Union. ATM machines connected to the STAR, PLUS, CIRRUS, MC, and VISA systems are also available.

**How to Prepare**

You’ll get the most out of your experience at Jazz Camp Package if you practice every day, year-round. At a minimum, spend time playing your instrument or singing each day, starting four to six weeks before camp. Specifically, you can prepare for Jazz Camp Package by spending time:

- Warming up
- Reviewing and practicing scales and arpeggios
- Developing tone and endurance with long tones, flexibility studies, and technical etudes
- Playing jazz songs and compositions
- Learning music by ear by playing along with recordings
- Reviewing what you know about jazz music theory and harmony
- Improvising

You’ll be playing a lot at Jazz Camp Package, and if your endurance, flexibility, and technique are as good as possible, you’ll be able to get the most out of the Jazz Camp Package experience.

**Theory Placement Evaluations**

Jazz Camp students (including Two-Week Jazz Camp Package and Two-Week Advanced Package students) will attend theory classes to learn about jazz harmony and music theory in general. We offer classes for all levels of theory experience, from beginners with no theory knowledge to advanced students. In order to place everyone in the right classes, students will need to fill out an online Theory Evaluation.

Drummers are not required to complete the online theory evaluation unless they want to be placed in a class that deals with traditional jazz harmony and theory. Drummers who don’t complete the evaluation will be assigned to Drum Theory, a class that deals with the relationship between drums and other instruments in an ensemble setting. Drum Theory addresses topics like how to keep a song’s form, how to “lock in” with a bassist and create a groove, and how to interact musically with other players in the ensemble. Drummers who would prefer to study harmony and other areas of jazz theory should complete the online theory evaluation.

The evaluation will be available starting February 15, and we request that every student complete the evaluation at least two weeks before they arrive at Jazz Camp (Sunday, July 3 for Jazz Camp Week 1 and Jazz Camp students; Sunday, July 10 for Jazz Camp week 2 and Advanced Package students). SJW will contact you by email with a link to the evaluation when it becomes available. If you are unable to complete the evaluation online, you will have an opportunity to do the same evaluation on paper when you arrive at Jazz Camp. However, we ask that you complete it online to facilitate class placement and to make sure you don’t miss any other educational or musical activities on the first day of camp.

The theory evaluation should take about 20 minutes. Please remember that it’s not a contest - just a way for our faculty to assess what you already know and what you need to learn next. Please don’t look for information or help online or in theory books while completing the evaluation, since this can
lead to inaccurate class placement. If you’re unfamiliar with these topics, just do the best you can and don’t worry. Coming to Jazz Camp will enable you to learn more!

The theory placement evaluation will cover the following topics:

- Note and rhythm identification
- Major scales and key signatures
- Intervals
- Triads
- 7th chords
- Modal and other non-major scales
- Chord function and progressions

**Instruments and equipment**

Participants should bring their own instruments with current identification tags, except as noted below. Information on instrument rentals, drum usage, and whom to contact about rentals is provided below.

**Primary instrument/multiple instruments**

Participants who wish to play more than one instrument while attending camp must designate a primary instrument. Your primary instrument is the one you’ll play during the Placement Evaluation and in your combo. You may play other instruments in other classes. If you want to take a private lesson on an instrument other than your primary instrument, please contact us via e-mail at registrar@stanfordjazz.org as soon as possible.

**Instrument rental**

It is possible for participants to rent equipment and instruments from Stanford Jazz Workshop, but inventory and selection are limited. A deposit of $250-$500 (depending on the instrument) and a usage fee of $50 will be required per week for all instruments. Participants will be responsible for any damage that occurs to these instruments. Usage fees and deposit will be due one week after confirmation of availability. Financial aid recipients are exempt from the usage fee, but still need to submit the deposit.

Rental acoustic basses do not come equipped with their own pickups, so you need to provide your own. To reserve an instrument, please e-mail us at registrar@stanfordjazz.org or call 650-736-0324.

You can also rent instruments from the following music stores:

<table>
<thead>
<tr>
<th>Bridgepoint Music</th>
<th>Gelb Music</th>
<th>Kamimoto Strings</th>
<th>Peninsula Music &amp; Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>657 Oak Grove Ave</td>
<td>722 El Camino Real</td>
<td>609 North 4th St.</td>
<td>4335 El Camino Real</td>
</tr>
<tr>
<td>Menlo Park, CA 94025</td>
<td>Redwood City, CA 94063</td>
<td>San Jose, CA 95112</td>
<td>Palo Alto, CA 94306</td>
</tr>
</tbody>
</table>

650-326-7600  650-365-8878  408-298-8168  650-948-5000

Note: Gelb Music rents only to local residents. They do not rent acoustic basses.

**Brass and woodwind instruments**

SJW has a limited supply of saxophones, trumpets, trombones, tubas, and sousaphones. Please contact us well in advance to reserve these instruments.

**Guitars**

We are not able to provide electric guitars.

**Basses and cellos**

If you are planning to fly with your bass, be sure to check with your airline about luggage restrictions and regulations.

A limited number of good quality acoustic basses and cellos are available to rent. These instruments are not equipped with pickups. Participants are welcome to use SJW bass amps (see Amps).

If you are bringing your own acoustic/upright bass or if you are renting an instrument please bring your own pickup.

**Pianos and keyboards**

A piano and/or keyboard is provided in every rehearsal room.

**Amps**

SJW places a Peavey KBA100 in every combo room. These amps have four channels, no effects, and limited equalization. Bass and guitar players may both plug in to the KBA100, which is sufficient for rehearsal purposes. If this situation is not adequate to your needs, you may bring your own small amp — please do not bring large amps. Participants may not move SJW’s amps to other rooms. Separate guitar and bass amps will be provided for all performances.

**Drums**

SJW provides drum kits for all participant drummers to use in classes, combo rehearsals, and performances. There is a $35 usage fee due at the time of registration for all drum participants to use SJW drum sets. Practice opportunities will usually be in the evenings when there are no classes in session.

**Instrument storage**

Instrument lockers are available on the first and second floors of Braun Music Center on a first-come, first-served basis. Signs direct you to locker areas. Participants may claim lockers on the first day of Jazz Camp. You are responsible for providing your own padlock. Participants who are unable to get a locker may store their instruments in supervised instrument storage rooms. Large instruments, such as basses, should be stored in Braun Rehearsal Hall.
2-Week Jazz Camp Package Overview

The new 2-Week Jazz Comprehensive program combines Jazz Camp weeks 1 and 2. Jazz Comprehensive participants attend both Jazz Camp weeks and also have access to exclusive classes and activities on Saturday, July 25. Jazz Comprehensive participants also benefit from a curriculum that offers new content in the second week to build on what students have already learned.

First Day of Jazz Camp Package: Sunday 7/17

Registration Day Information

On Registration Day, over 220 participants check in, attend classes and informational meetings, and are introduced to life at the Stanford Jazz Camp Package. To ensure that things run smoothly, please review the following schedule and instructions. Please note that there are significant changes to the Sunday schedule this year!

In previous years, each Jazz Camp Package student went through a series of placement evaluations on Sunday. Starting in 2015, we revised the system so that the majority of class placement is done ahead of time using recordings. For more information about placement recordings please go here.

Sunday’s schedule will consist of registration and dorm check-in activities, short small-group classes, a special presentation for all students, and informational meetings. After that’s finished, there’s a welcome dinner for all students and a Stanford Jazz Festival concert in the evening.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Mandatory or optional?</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00-1:00 pm</td>
<td>Dorm check-in. Residents check into their dorm rooms, then proceed to Jazz Comprehensive registration.</td>
<td>Mandatory for dorm residents</td>
<td>Dormitory (dorm address will be emailed to you one week before)</td>
</tr>
<tr>
<td>12:30-1:30 pm</td>
<td><strong>Resident</strong> registration at Braun Music Center. <strong>Resident</strong> students check in and receive nametags and student info materials.</td>
<td>Mandatory for <strong>dorm residents</strong></td>
<td>Braun Music Center lobby</td>
</tr>
<tr>
<td>1:00-2:00 pm</td>
<td><strong>Commuter</strong> registration at Braun Music Center. <strong>Commuter</strong> students check in and receive nametags and student info materials.</td>
<td>Mandatory for <strong>commuter students</strong></td>
<td>Braun Music Center lobby</td>
</tr>
<tr>
<td>1:30-2:10 pm</td>
<td>Musicianship intro classes for <strong>dorm residents</strong>. Meeting for <strong>resident</strong> vocalists.</td>
<td>Mandatory for <strong>dorm residents</strong></td>
<td>Braun Music Center classrooms</td>
</tr>
<tr>
<td>2:15-3:00 pm</td>
<td>All-camp presentation.</td>
<td>Mandatory for <strong>ALL</strong> students</td>
<td>Campbell Recital Hall (inside Braun Music Center)</td>
</tr>
<tr>
<td>3:00-3:45 pm</td>
<td>Musicianship intro classes for <strong>commuter students</strong>. Meeting for <strong>commuter</strong> vocalists.</td>
<td>Mandatory for <strong>commuter students</strong></td>
<td>Braun Music Center classrooms</td>
</tr>
<tr>
<td>3:00-3:50 pm</td>
<td><strong>Dorm resident</strong> orientation meeting. <strong>Dorm residents</strong> get to know their counselors and learn the rules and policies for dorm life.</td>
<td>Mandatory for <strong>dorm residents</strong></td>
<td>Campbell Recital Hall (inside Braun Music Center)</td>
</tr>
<tr>
<td>4:00-5:30 pm</td>
<td>Welcome meeting for all participants, faculty, and staff. Includes a tour of SJW facilities.</td>
<td>Mandatory for <strong>ALL</strong> students</td>
<td>Campbell Recital Hall (inside Braun Music Center)</td>
</tr>
</tbody>
</table>
First day of Jazz Camp Package

The following sections go into more detail about all activities for the first day of Jazz Camp Package.

• Dorm residents: check in to your dorm room first. Dorm check-in is held from 12:00 - 1:00 p.m. and must be done before you register for camp. Dorm check-in location and directions will be emailed to participants one week prior to arrival.

• All participants: Check in at Registration and receive your Welcome folder.

• Registration check-in for dorm resident participants is from 12:30 - 1:30 p.m. (head to Braun Music Center to register as soon as you’re finished checking in at your dorm).

• Commuter participant registration is from 1:00 - 2:00 p.m. Registration tables will be set up in front of the main entrance of Braun Music Center, just outside of the main lobby.

Registration Day classes and events:

• Checking in: Come to our registration tables outside the lobby of Braun Music Center. Our friendly staff and volunteers will greet you, make sure you have completed all the necessary paperwork for participation, and give you your nametag and red Welcome folder.

• Musicianship Intro classes: These small-group classes offer an introduction to the musicianship part of the Jazz Camp Package curriculum. Dorm resident participants will attend these classes immediately after registration, and commuters will attend later in the day while the dorm residents are at their orientation meeting. The focus of these classes is to develop the student’s ability to learn by ear, which is essential to the study of jazz. Sunday’s introductory classes will introduce a few key concepts that the rest of the week’s classes will develop.

• All-camp presentation: This special presentation will feature members of the SJW faculty.

• Orientation Meeting for dorm residents: Campbell Recital Hall (in Braun Music Center) 3:00 p.m. Residents will meet their counselors, receive their meal cards, and go over nightly check-in procedures and dorm policies. This meeting is for dorm resident participants only.

• Welcome Meeting for all participants, faculty, and staff: Campbell Recital Hall, 4:00 p.m. After the rest of the day’s activities have concluded, we welcome all participants to camp, introduce the faculty members to the Campers, let the faculty perform for the participants, discuss events that will take place during the week, and go over camp rules. The meeting will be followed by a tour of
the Jazz Camp facilities that ends at Tresidder Union courtyard for a welcome dinner.

- Welcome Dinner for all Participants: 5:30 p.m.: All participants are invited to enjoy a complimentary dinner together and mingle with other students in the courtyard behind Tresidder Union Courtyard after the conclusion of the Welcome Meeting. This is a good place for parents and family members of commuter students to meet back up. Please note, dinner is only provided for participants.

**Sunday evening Stanford Jazz Festival concert**

Stanford Jazz Festival concerts are public, ticketed events. Concerts feature Stanford Jazz Workshop faculty artists and guest performers. During both Jazz Camp Package weeks these concerts begin at 7:30 p.m. and last 90 to 120 minutes. (Friday’s Student Showcase Concert follows a different schedule, and Saturday night concerts begin at 8:00 p.m.)

Admission to Stanford Jazz Festival concerts is free for Jazz Camp Package participants Sunday through Friday of the week(s) they attend the program. Procedures for claiming free participant tickets will be discussed at the 4:00 p.m. Welcome Meeting on Sunday. Stanford Jazz Festival tickets will go on sale to the general public May 5, 2016.

Parents and guardians who want to attend this Sunday evening concert or others during the week with their Jazz Camp Package participant should purchase tickets in advance. Please use promo code “CAMPER16” when purchasing tickets if you would like to sit with your camper. This code will designate a student seat next to yours.

More information about the Stanford Jazz Festival can be found [here](#).

**Miscellaneous First Day Information**

Late arrivals: If you are resident participant and will be arriving after 1:00 p.m. or a commuter participant arriving after 2:00 p.m., please call our office at 650-736-0324 or email us at registrar@stanford-jazz.org as far in advance as possible so we can make late arrival arrangements for you.

If you have questions about Jazz Camp Package, we’ll have an information table staffed by an SJW staff member in the Campbell Courtyard located inside Braun Music Center where you can get the answers you need. We also have knowledgeable SJW staff members in the lobby of Braun to help direct participants to classrooms and answer questions.

**Parent and family departure**

Participants are welcome to bring parents or a family member with them to help guide them through the registration process; however, many participants do arrive alone. Once a student is checked in at the registration desk, receives their red Welcome folder, and has confirmed that no outstanding balances or forms are due, parents are free to leave. Parents may also visit the information table in Campbell Courtyard if they have any questions for SJW staff or volunteers. Commuter participants can arrange to meet up with parents after the welcome dinner (ending at 6:30 p.m.) or after the concert (ending around 9:30 p.m.)
Where to eat on the first day of Jazz Camp

The most convenient place to go is Tresidder Union building, which is located near Braun Music Center, directly across the plaza from Dinkelspiel Auditorium. The most common and closest eateries there are: Coho and Treehouse.

The daily schedule, Monday through Friday

All participants

Each morning, Monday–Friday, there will be a mandatory general meeting at 9:00 a.m. in Campbell Recital Hall, where participants receive their daily schedule. Classes end by 5:00 p.m. each day, except for Monday and Tuesday evenings, when private lessons are scheduled between 5:30 p.m. and 8:30 p.m. Each Jazz Camp participant has one 25-minute private lesson.

Commuters will receive an e-mail with the time and date of their private lesson before Jazz Camp Package starts so they can arrange to be picked up following the lesson.

Commuters

Commuter participants are welcome to stay for the concerts and evening activities after the scheduled day classes have ended, although SJW does not provide any supervision for commuter participants after classes are over.

At the end of the day participants can wait to be picked up at the 5:00 p.m. Jam Session held in the Campbell Courtyard. If your participant wants to stay later for the optional evening activities, please arrange an appropriate meeting spot with your child, such as the Braun Music Center lobby or the Coffee House (CoHo) in Tresidder Union.

Dorm Residents

Dorm Residents are supervised by our experienced and dedicated SJW counseling staff. Counselors will take role at the 9:00 a.m. morning meeting and conduct a late wake-up check at 9:15 a.m. in the dorms. At 5:00 p.m., the counselors have a daily check-in meeting in Campbell Recital Hall where they go over that evening’s activity options and take roll. Participants then have free time to join in on counselor led activities or jazz festival events until bedtime.

At 10:00 p.m. participants must either check-in with the dorm duty counselor and go to bed, or check-in at the general 10:00 p.m. meeting to attend the CoHo Faculty Jam. After 10:00 p.m. all students must be in their dorms or at the CoHo with the counselor on duty. Participants who attend the counselor-supervised CoHo Jam will be led back to the dorm by midnight. Counselors will do a final check-in at the dorm and then monitor the halls throughout the night.

General daily schedule

Although each participant’s schedule is determined by their individual requirements, the Workshop’s
Jazz Camp Package daytime events

General Meeting: Participants receive their daily schedules and are notified of changes or special events during the day. Some general meetings also feature performances by faculty or visiting artists.

Jazz Theory: Participants learn about jazz harmony, song forms, scales, and other concepts in music theory. The levels of this class range from beginning to advanced, with special classes for drummers. (Drummers who want to study jazz harmony can opt to take general Jazz Theory classes - please contact registrar@stanfordjazz.org for more information.)

Musicianship: This class focuses on ear training and rhythm exercises. Participants develop their
listening and musical communication skills by playing by ear and sharing musical ideas with the instructor and fellow participants.

Masterclass: Players of similar instruments meet with a master faculty member to learn techniques and concepts that pertain to that instrument, as well as to listen to important recordings of great jazz artists.

Afternoon classes: Alternating with their combo rehearsals, participants attend several special classes, including special artist presentations, faculty-led Latin jazz or funk jam sessions, and other topics.

Combos: Each instrumentalist plays in a small combo directed by one of our faculty members. In combo, you work on improvising, performing as a group, and applying the lessons you learned in Jazz Theory, Musicianship, and Masterclass. Music will be provided. During combo rehearsal times, vocalists will sing together as a group and also work on solo repertoire, accompanied by a professional rhythm section.

Jam sessions: Participants are encouraged to participate in optional, fun, no-pressure, staff-led jam sessions.

Private lesson: Each Jazz Camp Package participant is scheduled for a 25-minute private lesson on Monday or Tuesday night of each week they attend. Participants staying in the dorms will be informed of the time and place of their lesson when they arrive. Commuters will be informed by email of their lesson date and time in mid-June so that they can schedule their transportation accordingly.

Jazz Camp Package evening events

Stanford Jazz Festival concerts: Throughout the Jazz Camp Package, including Saturday and Sunday, the Stanford Jazz Festival presents the best jazz artists in the world in concert, and Jazz Camp Package participants may attend with no additional charges. We urge Jazz Camp Package participants to attend these world-class events, because it’s an incredible opportunity to hear top jazz artists perform in quiet, comfortable settings. Additionally, many of the performers are themselves faculty members, and hearing the teachers perform is a great way to reinforce the experience of Jazz Camp. Participants will receive more specific instructions on the first day of camp regarding admission to the Jazz Festival concerts.

Coffee House Faculty Jam: After the Jazz Festival concerts on Monday through Thursday there are faculty jam sessions at the Stanford Coffee House (CoHo) in Tresidder Union beginning around 10:00 p.m. Jazz Camp Package participants, their parents, and their guests are invited to come hear our faculty play. Advanced participants may be invited to play at the discretion of the faculty leader. Dorm Residents will be able to attend this session with counselor supervision.

Other evening events: In addition to the Stanford Jazz Festival concerts and CoHo jams, Jazz Camp Package participants have a variety of evening activities from which to choose, including:

- Supervised informal jam sessions
- Counselor-organized activities such as sports, movies, games, etc
- Practicing (until 10 p.m.)
● Free time

Students will be able to practice in Braun Music Center on a space-available basis, until 10:00 p.m. Jazz Camp Package participants must be under counselor supervision at all times after 10:00 p.m. Stanford University policy specifies that no one under the age of 18 may be on campus after 10:00 p.m. without adult supervision.

Friday night events on 7/22 and 7/29

Friends and Family Dinners

The Friday Night Friends and Family Dinners are optional dinners open to all Jazz Camp Package friends and family and goes from 5:30 p.m.–7:00 p.m. at Tresidder Union (directly across from Dinkelspiel Auditorium). The dinner includes a buffet with vegetarian options. While you dine, you can enjoy participant combo performances, which begin at 6:00 p.m. on the Outdoor Stage.

We recommend that friends and family purchase tickets ahead of time online through your SJW account or during Registration at the merchandise table located in the Campbell Courtyard in Braun.

To guarantee your dinner reservation, you will need to purchase tickets by Tuesday at noon. Tickets will also be sold at the door as availability permits.

Participant Showcase Concerts

At the free Participant Showcase Concerts, Jazz Camp Package students perform for their families, friends, and the general public. These concerts occur on both Fridays during the 2-Week Jazz Camp Package program.

Due to the large number of performing participant combos, concerts are held in multiple venues, with staggered start times. A Concert Roster showing where and when each participant will be playing will be posted in the Braun Music Center lobby prior to the Showcase, and online at www.stanfordjazz.org by noon that day. SJW staff and volunteers will provide schedule information to parents and audience members as they arrive at the venues.

The performances at the Outdoor Stage at Tresidder Union begin at 6:00 p.m. as part of the Friday Night Friends and Family Dinner, and the other three venues begin at 7:00 p.m. Following the concert, there is an awards ceremony at 10:00 p.m. in Dinkelspiel Auditorium.

Weekend Schedule for 2-Week Jazz Camp Package

Saturday, July 23 Activities (11:00 a.m., 5:30 p.m. or 10 p.m.)

Activities will begin at 11:00 am and continue until 5:30 pm, with a 1-hour break for lunch.

Saturday’s activities will include jam sessions, special presentations by Jazz Camp faculty and visiting artists, and admission to the Saturday night Stanford Jazz Festival concert.

The Saturday evening concert will begin at 8:00 pm. Students who want to attend the show should plan to arrive at Dinkelspiel Auditorium by 7:30 pm to claim their tickets and find their seats. The
show will go till about 10:00 p.m.

All Saturday events are mandatory for dorm residents and optional (but recommended!) for commuters.

**Sunday, July 26 Activities (1:00 p.m.-6:30 p.m. or 9:45 p.m.)**

On Sunday of the second week, 2-Week Jazz Camp Package participants will follow the same schedule as all other students.

Commuter students should arrive at Braun Music Center during the Commuter Check-In time between 1:00 and 2:00 pm.

Dorm Residents will not be required to check in to their housing a second time, so they should plan to arrive at Braun Music Center during the Resident Check-In time between 1:00-1:30 pm. 2-week. Dorm Residents will be required to attend the Dorm Resident Meeting at 3pm.

The Sunday evening concert will begin at 7:30 pm. Students who want to attend the show should plan to arrive at Dinkelspiel Auditorium by 7:00 pm to claim their tickets and find their seats. The show will go till about 9:45 pm.

**Jazz Camp Package Dorm Resident information**

**Counselors, check-ins and curfews**

Dorm Residents are supervised by our experienced and dedicated SJW counseling staff. Counselors will take roll at the daily 9:00 a.m. meeting and conduct a late wake-up check at 9:15 a.m. in the dorms. At 5:00 p.m., the counselors have a daily check-in meeting in Campbell Recital Hall where they go over that evening’s activity options and take roll. Participants then have free time to join in on counselor led activities or jazz festival events until bedtime.

At 10:00 p.m. participants must either check in with the dorm duty counselor and go to bed, or check in at the general 10:00 p.m. meeting to attend the CoHo Faculty Jam. After 10:00 p.m. all students must be in their dorms or at the CoHo with the counselor on duty. Participants who attend the counselor-supervised CoHo Jam will be led back to the dorm by midnight. Counselors will do a final check-in at the dorm and then monitor the halls throughout the night. Ignoring instructions from counselors, being late to classes or meetings, going out of bounds or breaking curfew can result in expulsion from SJW.

**Meal cards**

Each minor dorm resident is given two electronic meal cards that will cover food costs at Tresidder Student Union eateries and Stanford Dining cafeterias for both weeks. Each card will be loaded with a larger amount than we estimate the participant will likely need. This is to make sure that all the participant’s meals are covered for the. We ask that all participants use their meal cards responsibly in order to have their amount last throughout week.
At the end of the week we anticipate that most students will probably have some remaining balance. The meal cards are equivalent to cash and are not free money. Any amount unused does not get charged to SJW and goes straight back into helping SJW to provide valuable music education.

Lost cards should be reported immediately to a counselor or to SJW staff since they are as valuable as cash. New meal cards need to be ordered and processed through University Dining, so please keep your card in a secure spot when not in use.

SJW food cards can be used at the Tresidder Student Union eateries (including Subway) and the Dining Halls. All minor resident students will go on a food tour after class on Monday to see the various places students can use their cards while attending our program. The most common and closest eateries are: Coho and Treehouse.

There are a few retail food services such as Jamba Juice, Fraîche and Starbucks Coffee that do not accept SJW Meal Cards. Participants should bring some spending money if they want to purchase food from other eateries. Counselors will review the meal plan at the dorm meeting on Sunday at the 3:00 p.m. Dorm Resident Orientation.

**Key deposit accepted beginning July 10, 2016**

A key deposit of $185 will be required for all participants staying in the dorms. We’ll contact you at least one week prior to your arrival at SJW with instructions on how to submit your deposit through your SJW online account. Key deposits must be received before you arrive. We will not be able to take credit card deposits before July 10 as credit card authorizations only stay active for a limited amount of time. The deposit is only an authorization - your credit card will not be charged and no funds will be deducted unless we notify you that your key has been reported missing by Stanford Housing. The authorization on your card will automatically expire after our programs end. Please note that you will not see any shift in your bank statement unless the deposit is charged.

**Key return policy**

All keys must be returned directly to Stanford Housing — not to SJW counselors or office staff. SJW counselors and staff will not be responsible for any lost keys. When you return your key to Stanford Housing you will receive a key return receipt. Please hold on to this, as you will need to refer to it if there is any discrepancy concerning your key. All keys are due to the housing office by 10:00 a.m. on Saturday morning. If keys are not returned by that time, Stanford will re-key the room and the $185 key deposit will be charged to your account.

**Check-in/ out Times**

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<thead>
<tr>
<th>Program</th>
<th>Check-in</th>
<th>Friday Check-out</th>
<th>Saturday Check-out</th>
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<tbody>
<tr>
<td>Jazz Camp Week 1</td>
<td>Sunday, July 17</td>
<td>Friday, July 22</td>
<td>Saturday, July 23</td>
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<td></td>
<td>12-1 pm</td>
<td>5-7pm</td>
<td>8-10am</td>
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2016 Jazz Camp Package
Information Pack

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<tr>
<th>Package</th>
<th>Sunday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
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<tr>
<td>2-Week Jazz Package</td>
<td>July 17, 12-1 pm</td>
<td>July 29, 5-7 pm</td>
<td>July 30, 8-10 am</td>
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<tr>
<td>Jazz Camp Week 2</td>
<td>July 24, 12-1 pm</td>
<td>July 29, 5-7 pm</td>
<td>July 30, 8-10 am</td>
</tr>
<tr>
<td>2-Week Advanced Package</td>
<td>July 24, 12-1 pm</td>
<td>August 5, 6-8 pm</td>
<td>August 6, 8-10 am</td>
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Check-in procedure
You may arrive at your assigned dorm check-in location any time between 12:00 p.m. and 1:00 p.m. on Sunday to check in. Please note that the line is the longest right at 12:00 p.m. and tends to be shorter by around 12:30 p.m. Please be sure to check into your dorm before you go to SJW registration at Braun Music Center. Stanford Housing will have check-in tables located right outside the dorm where you will be able to pick up your key. Counselors will also be on hand to help you with your luggage and guide you to your room. Once you get settled into your room please proceed to SJW Registration at Braun Music Center, which begins at 12:30 p.m. Be sure to bring your instrument and a pencil and check in at Braun by 1:30 p.m.

Check-out procedure
Stanford Housing will be on hand to assist with check-out on Friday evenings and Saturday mornings. 2-week Jazz Comprehensive participants have the option to check-out between 5-7 p.m. after class and before their combo performance or to stay Friday night and check-out of their dorms on Saturday morning between 8-10 a.m.

All participants who choose to stay over on Friday will need to have all their belongings out of their rooms and in the dorm lobby by 8:30 a.m. All participants must be out of the building and return their keys to Stanford Housing by 10:00 a.m. or the room will need to be re-keyed and the key deposit will be forfeited.

Dorm Room Assignments
Please note, one week before the start of your program, once all room assignments have been made, we will send you an e-mail that will include the exact address of your dorm location and directions. If you need an arrival address in advance of receiving your dorm assignment, please use, Braun Music Center: 459 Lagunita Dr. Tresidder Union, Stanford, CA 94305.

Weekend stayover
Participants attending the 2-Week Jazz Camp Package will be offered housing over the weekend. However, students may need to check-in and out of the dorms on the morning of Saturday, July 23 because the dorm location assignments can be different each week. We do our best to keep participants in the same room if possible. Counselors and Stanford Housing staff will be on hand to help participants transport their luggage on these Saturdays.
Internet access

Participants may bring their laptop computers with them to Jazz Camp Package. Stanford provides free WiFi for visitors.

Find out more information at:

itservices.stanford.edu/service/wirelessnet/access.

Transportation and directions

Directions to Jazz Camp Package

Jazz Camp Package activities are held in Braun Music Center near Tresidder Student Union on the Stanford University Campus. Stanford, California, is about 35 miles south of San Francisco, and 20 miles north of San Jose. The campus is accessible from two major north-south highways (U.S. 101 and I-280) between San Francisco and San Jose.

Googling Jazz Camp Package: The directions given by Google and other online mapping sites may not take you to the correct location. We recommend you enter the following address into your map search window in order to get to the Tresidder Union Parking Lot, which is the parking lot closest to Braun:

459 Lagunita Dr. Tresidder Union, Stanford, CA 94305

Driving from 101: Take the Embarcadero Road Exit and head west approximately three miles toward Stanford University. Cross El Camino Real to enter the Stanford campus. At this point, Embarcadero Road becomes Galvez Street. Continue to Campus Drive and turn left. Follow Campus Drive until Mayfield Avenue. Turn right onto Mayfield Avenue. At the next stop sign turn left and then make a quick right at the next stop sign into the Tresidder Student Union parking lot, which also serves Braun Music Center and Dinkelspiel Auditorium.

Driving from 280: Take Exit 24 for Sand Hill Road. Keep left at the fork and follow signs for Sand Hill Road East. Keep right at the fork and merge onto Sand Hill Road. Go about 2 miles and turn right on Santa Cruz Ave. Take first left on Junipero Serra Blvd. At the second light turn left on Campus Drive East. At the next stop sign turn left on Mayfield Avenue. At the next stop sign turn left and then make a quick right at the next stop sign into the Tresidder Student Union parking lot, which serves Braun Music Center and Dinkelspiel Auditorium.

From the Airport: Stanford Jazz Workshop does not arrange transportation for participants arriving or departing going to or coming from the airport. San Francisco International Airport (www.flysfo.com) and Mineta San Jose International Airport (www.sjc.org) are equally convenient to the Stanford University campus; check their respective web sites for information about ground transportation.

On-campus parking

Parking on Stanford University is free on weekends and after 4:00 p.m. on weekdays. On weekdays, parking permits or hourly payment receipts are required for any parked vehicle. Paid hourly park-
information is available at several nearby lots. Please be aware that Stanford University strictly enforces their parking rules and their parking citations are expensive. Weekly parking permits may be purchased upon your arrival at campus for $30.00 from the SJW main office in room 232 B on the second floor of Braun Music Center.

The permits are valid only in areas designated for Resident Permits in lots including ‘EA’, ‘ES’, ‘SO’, ‘WE’ and ‘SJ’ parking. Weekly permits are not valid in ‘A’, ‘C’, or ‘SH’ lots. The permit must be taped to the inside of the front windshield (on the driver side, in the lower left-hand corner). The permit will not work at any metered spot. All paid parking on campus is free on Saturday and Sunday and after 4:00 p.m. on weekdays. Resident students who are minors will not be allowed to drive during the workshop.

Click here for a parking map of the area.

Click here for a map of the Jazz Institute facilities.

**Ground transportation from airports**

**In case of late arrival:** If you will be a dorm resident and will be arriving after 1:00 p.m. or a commuter and arriving after 2:00 p.m. on Registration Day, please call our office at 650-736–0324 or e-mail us at registrar@stanfordjazz.org as far in advance as possible so we can make late arrival arrangements for you.

Participants arriving by air should fly into either the San Francisco (SFO, [www.flysfo.com](http://www.flysfo.com)) or San Jose (SJC, [www.sjc.org](http://www.sjc.org)) airport. Stanford Jazz Workshop cannot arrange transportation for participants arriving at or departing from local airports. The following services provide ground transportation:

**Super Shuttle: 800-258-3826**

From SFO and SJC: $26.00 ($9.00/each additional person) one-way and $50 round trip. Reservations are required. Runs 24 hours a day. 16 is the minimum age for unaccompanied minors. Policy strictly enforced. For fare and schedule updates, visit [www.supershuttle.com](http://www.supershuttle.com).

**Mosaic Global Transportation, a private car service: 800-398-7881 or 650-864-9701**

When booking, please mention you are attending the Stanford Jazz Workshop as they have special pricing for Stanford conferences and events. Their rate is $100 from SFO to Stanford and $90 from SJC to Stanford. A Mosaic driver will meet you at the baggage claim area.

[www.mosaicglobaltransportation.com](http://www.mosaicglobaltransportation.com/)

**Public Transportation**

**Caltrain.** Caltrain is a commuter railway that stops near the San Francisco airport (SFO) and the San Jose airport (SJC). It stops at the Palo Alto station, which is the nearest station to Stanford. For more information on Caltrain’s schedule, visit [www.caltrain.com](http://www.caltrain.com) or call 800-660-4287.

To get to Caltrain from SFO, take the BART train from the airport to the Millbrae station, where you can catch Caltrain south to Palo Alto. Click here for information about the BART station at San Francisco airport, and click here for information on transferring to Cal Train at the Millbrae BART station.
To get to Caltrain from SJC, take the free Airport Flyer shuttle to the Santa Clara station, where you can catch Caltrain north to Palo Alto. Click here for more information about this connection.

From the Palo Alto Caltrain station on weekends, we recommend arranging for a taxi pickup in advance from Stanford Yellow Taxi Cab, stanfordtaxicab.com/index.html.

**Buses.** Stanford University is served by public transit agencies AC Transit, SamTrans, and Santa Clara VTA. Visit www.511.org and use the 511TakeTransit Trip Planner for information on bus options and schedules.

**Local lodging**

We recommend the following hotel partners, to participants, friends, and family members wishing to stay off-campus during SJW programs. Discounted rates are offered to patrons under the rate code “Stanford Jazz” and should be made directly with the Reservations Department.

**The Westin Palo Alto** (650) 321-4422  
675 El Camino Real, Palo Alto, CA 94301  
Rates:  
Friday/Saturday/Sunday $159  
Monday/Tuesday/Wednesday/Thursday $309

**Sheraton Palo Alto** (650) 328-2800  
625 El Camino Real, Palo Alto, CA 94301  
Rates:  
Friday/Saturday/Sunday $149  
Monday/Tuesday/Wednesday/Thursday $289

In addition, more options can be found through Stanford’s local lodging guide: [http://visit.stanford.edu/plan/lodging.html](http://visit.stanford.edu/plan/lodging.html)

**What’s Stanford like?**

The Stanford Visitor’s Guide provides an excellent virtual tour of the campus and surrounding area:  
[www.stanford.edu/dept/visitorinfo/basics/](http://www.stanford.edu/dept/visitorinfo/basics/)

**Activities in the area**

World-class golf, tennis, and swimming facilities are available to adult participants over the age of 18. Contact us at 650-736-0324 for details.

You can find out more information about activities around the Bay Area here:  
[www.onlyinsanfrancisco.com/](http://www.onlyinsanfrancisco.com/)
Office hours

The Stanford Jazz Workshop office is open from 9:30 a.m.–5:30 p.m., Monday through Friday until camp begins. When Jazz Comprehensive is in session, the SJW office in Braun is open during the following hours:

- Sunday: 8:30 a.m.–7:30 p.m.
- Monday: 8:30 a.m.–7:30 p.m.
- Tuesday: 8:30 a.m.–7:30 p.m.
- Wednesday: 8:30 a.m.–7:30 p.m.
- Thursday: 8:30 a.m.–7:30 p.m.
- Friday: 8:30 a.m.–7:30 p.m.
- Saturday: closed

Main office phone: 650-736-0324