

## Get Involved with the Wellington Jazz Festival

Are you a musician looking to showcase your group during the upcoming Wellington Jazz Festival? Or perhaps you're a venue looking to book a gig during the Festival. Here's a comprehensive guide to help you navigate the process and get your gig registered!

### Understanding the Festival structure

The Wellington Jazz Festival presents a selection of First Release acts which will be announced on **13 August 2025**. The Wellington Jazz Festival City Line-up is an open-call programme where artists and venues can register their jazz-inspired gigs to be part of the Festival. The City Line-up will be promoted alongside the Festival programme from **3 September**.

### What does this mean for me?

All registered events will be promoted on the mobile-friendly Wellington Jazz Festival website including a dedicated website event page (with room for images, video and links to ticketing) in the searchable event listings. Plus, your event will be included in the Festival's printed event calendar that is distributed across Wellington and venue outlets.

Your gig will also receive free marketing assets and advertising opportunities through our *Jazz Notes* e-newsletters, Gig Guides, and social channels in the lead up to, and during the Festival.

### How to organise your Jazz Festival event

1. **Plan the gig and think suitability:** Before you start contacting anyone, gather your group and plan what you want to perform. Consider the type of music you will be playing, the size of your group, and the size of the venue you will need. Then, be creative with where you might ask – your local movie theatre, the cafe around the corner from your workplace, the bar you frequent on a Saturday night could all be possible locations. If you don't get an immediate response, don't be afraid to follow up or visit them in person to discuss.
2. **Contact venues:** Reach out to different venues and spaces around town and organise your gig directly with them. If you're running into issues finding a suitable venue, flick us an email and we can send you our venue list with places to consider.
3. **Be specific:** When contacting venues, be clear about what you plan to perform and provide examples of your music, if you have. Be prepared to negotiate the details, such as the time and date of your performance.

### Will I get paid for the gig?

Events can vary. We suggest discussing this directly with the venue. If you are taking the lead on organising the event, this is most likely to come from ticket sales. Be sure to check in with your venue regarding preferred ticketing providers.

## Registering your gig

Once you have arranged a gig with a venue and have a time and date secured, it's time to register! Follow these steps to register your event with the Festival.

1. **Fill out the online form:** [Register your gig here](#). When applying, be sure to have the following details ready:
  - **Event title, time, date, and description (long and short) , key words**

Here is an example from 2023:

*Event title: The Alex Trask Quartet plays Buddy DeFranco*

*Date of Event: Oct 27, 2023, 5pm*

*Short description: Clarinet plays bebop! Burning tunes from sophisticated to raucous.*

*Long description: A night of classic tunes played by a stellar band in the style of the great Buddy DeFranco. Expect bebop hits, American Songbook Classics, and a few originals. Joining local woodwind ace Alex Trask are a band of Wellington's finest, including the most swinging Lockie Bennett on guitar, stalwart bassist Wynton Newman, and master drummer Mike Jensen. Jump in for a swing sensation, grab a cocktail from the bar, and relax on a fine red couch for this one time gig.*

*Key words: Bebop, swing, dance*

- **Venue details**
  - **High-quality event images** (landscape format preferred, with filenames including the event and venue name, and any image credits)
  - **Ticket pricing and booking links if applicable**
2. **Marketing templates:** Opt in to receive Wellington Jazz Festival-specific marketing templates to promote your event. If selected, these will be sent to you after you apply to create your Jazz Festival posters and digital assets.

### Additional information:

There is no limit to the number of gigs you can submit during the Festival, just be sure to enjoy the music as well!

## I'm a venue and I don't know how to find musicians to play

If you are a venue looking for musicians to play but don't know where to start – here are some suggestions:

1. **Put out feelers:** Reach out to your current social base.
2. **Contact us:** We'd be happy to include you in our venue list for musicians to get in contact directly.

3. **Think about the space:** Consider what kind of music you'd like and how many people you'd be able to fit in the space as a good starting point. Also consider what you can offer musicians for payment.

## **FAQs:**

*What is the deadline for registering my gig?*

**Registrations close on Friday 15 August 2025.** Register your event before this date to be a part of the City Line-up.

*How do I know if my gig has been successfully registered?*

You will be taken to a confirmation page after you have finished your submission form. This will indicate your form has been received. The team will review your registration and will be in touch to confirm your inclusion within the City Line-Up.

*Are there any costs associated with registering my gig?*

No! It doesn't cost anything to host a gig with the Wellington Jazz Festival.

*Can I make changes to my event details after I have registered?*

You can make small edits to your event details before our full programme announcement on Wednesday 3 September, after which changes can only be made online and not in our official printed programme. If you need any details changed for your event, please contact [info@jazzfestival.nz](mailto:info@jazzfestival.nz) as soon as possible.