

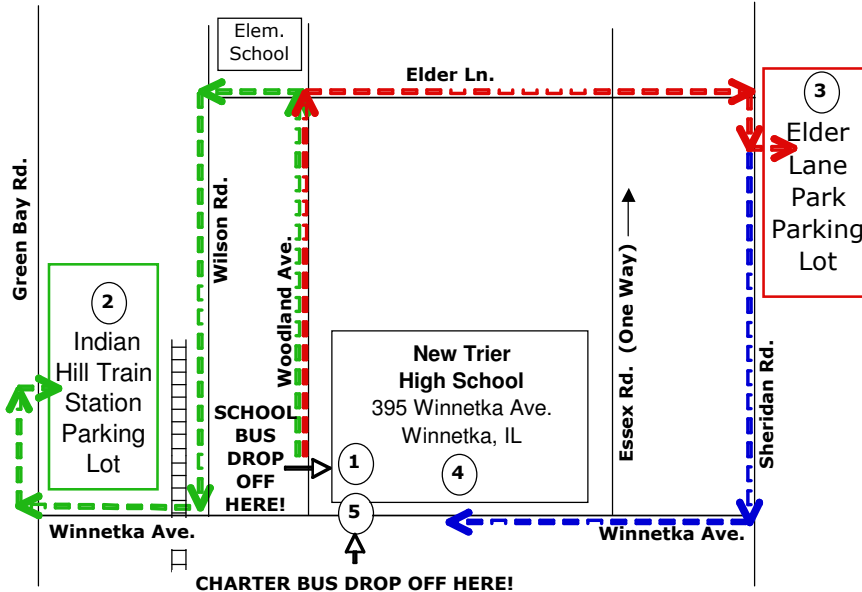
BUS DROP-OFF AND PARKING PROCEDURES

Frank Mantooth Jazz Festival - New Trier High School

Feb. 7, 2009

Drivers, please note the following steps for a successful day:

- Please place a sign with your school's name in the front right-hand window of the bus. Make sure that the sign can be easily read from a distance.
- **If you are driving a standard school bus**, you will drop off students and unload all of the equipment at the Woodland Ave. door (1), entering off Winnetka Ave.
- **If you are driving a charter bus**, you must approach the school from the east, along Winnetka Ave. Stop at the corner of Winnetka Ave. and Woodlawn Ave. (5) to drop off the students and unload all of the equipment. **Do not turn onto Woodlawn Ave.** Students will carry their equipment and enter the school at the Woodlawn Ave. door (1).
- Exchange cell phone numbers with your Band Director!
- You **MUST** park in either the Indian Hill (2) or the Elder Lane (3) parking lots.
- Call your Band Director and tell him where you will be parked!
- **If you park in the Indian Hill lot**, wait there for the students to walk back to the bus. Once they've boarded the bus, then return to the Woodland Ave. entrance (1) to pick-up any remaining equipment.
- **If you park in the Elder Lane lot**, wait for your Band Director to notify you via cell phone that the students are ready for pick-up at the front of the school (4).



- Do not park in the street – the police will ask you to move.
Questions on the day of Jazz Fest? Call one of the Traffic Coordinators:

Jeff Jeffers	847 778 1728
Kurt Kovacic	914 417 7368
JR Simpson	224 619 6441