



While some components of the Educational and Outreach Programme (e.g., visits to venues, acoustic performances, etc.) will be conducted with minimal technical requirements, the Global Host City Organizing Entity must be prepared to arrange appropriately equipped venues for the following event types*:

- Panel discussion
- Workshop/master class
- Informance/performance

The Educational and Outreach Programme activities venues include classrooms, audience seating, musical instruments and internet connection for master classes, panel discussions, etc.

The All-Star Global Concert venue must have a minimum seating capacity of 1,000 people, designated press and media areas with internet connections, dressing rooms, and appropriate stage and technical infrastructure fit for a televised concert.

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For a minimum of 150 guests at a distinguished location.

For a minimum of 100 guests at a distinguished location.

For a minimum of 300 guests at a distinguished location.

The Global Host City Organizing Entity, together with the national authorities, must facilitate the application process and the issuing of visas for VIPs, artists, staff, specialized technicians, etc.

The Global Host City Organizing Entity must provide necessary security on all premises and direct surroundings of the Educational and Outreach Programme and the All-Star Global Concert over the period of the events, in accordance with relevant security rules and regulations of UNESCO, as well as the guidelines on the provision of security at special events and conferences co-organized by the United Nations Organizations. There must also be full compliance with public health requirements.

As a reference, we share the International Jazz Day Model Production Document produced by our partner the Herbie Hancock Institute of Jazz. This is a living document that is revised for each unique celebration. It is available in English only.