

TRAVELING WITH YOUR PERFORMANCE ENSEMBLES

**TEXAS MUSIC EDUCATORS ASSOCIATION
COLLEGE STUDENT SECTION
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TRAVELING WITH YOUR PERFORMANCE ENSEMBLES

- I. SELECTING TRIP
 - A. RESEARCH SEVERAL DESTINATIONS
 - B. FESTIVAL OR SELF-MADE TOUR
 - C. DO YOU DESIRE COMPETITION, AWARDS
 - D. ADJUDICATORS, PERFORMANCE REQUIREMENTS, TIME LIMITS, ETC.
 - E. EVENTS OFFERED, AWARD REQUIREMENTS
 1. CONCERT BAND EQUIPMENT
 2. MARCHING BAND EQUIPMENT/UNIFORMS
 3. JAZZ ENSEMBLE EQUIPMENT
 - F. EDUCATIONAL TRIP FOR STUDENTS WITH PERFORMANCE OPPORTUNITIES
 - G. RECREATION

- II. TRAVEL DATES
 - A. TIMES OFFERED BY FESTIVALS
 - B. TRAVEL DURING SCHOOL, SPRING BREAK, SUMMER
 - C. HOW MANY DAYS, NIGHTS
 - D. WEATHER CONSIDERATIONS
 - E. ATTRACTIONS OPEN DURING TRAVEL DATES

- III. TRANSPORTATION (DETERMINES LENGTH OF TRIP/COST)
 - A. SCHOOL BUSES (DRIVERS SHOULD DRIVE NO MORE THAN 6-8 HOURS)
 - B. CHARTER BUSES (DRIVERS CAN ONLY DRIVE 10 HOURS, DRIVER CHANGE)
 - C. AIR, MEALS INCLUDED
 - D. TRAIN, MEALS INCLUDED

- III. COST OF TRIP
 - A. PER STUDENT
 - B. WHAT IS INCLUDED
 1. ENTRY FEES, RECORDINGS, VIDEO, PHOTO
 2. RECREATION
 3. TRANSPORTATION
 4. MEALS (CASH, GROUP MEALS)
 5. HOTELS
 6. EQUIPMENT TRUCK/EXPENSES
 - C. FEASIBLE TO RAISE MONEY
 - D. HOW LONG TO RAISE MONEY
 - E. PROJECTS OFFERED TO RAISE MONEY

- IV. APPROVAL OF TRIP
 - A. BAND BOOSTERS - APPROVE TRIP AND FUNDRAISING ACTIVITIES
 - B. IN-SCHOOL ADMINISTRATION
 - C. CENTRAL ADMINISTRATION (IF NECESSARY)

- V. INFORM STUDENTS/PARENTS
 - A. COST OF TRIP

V. continued.....

B. FUND-RAISING ACTIVITIES TO RAISE FUNDS

VI. SET PLAN INTO MOTION

A. CONTACT FESTIVAL HOST/TRAVEL AGENT

1. TRAVEL DATES
2. PERFORMANCE SITES AVAILABLE
3. UNDERSTAND PAYMENT SCHEDULE

B. CONTACT TRANSPORTATION

1. CHARTER/SCHOOL BUSES
 - a. SPECIAL DRIVER REQUESTS
 - b. SPECIAL EQUIPMENT REQUESTS
 - c. BILLING INFORMATION
2. AIRLINE RESERVATIONS
 - a. PAYMENT DATE/BILLING INFORMATION
 - b. INSTRUMENT HANDLING, MANIFEST (LIMITS, RESTRICTIONS)
 - c. FREQUENT FLYER CREDIT FOR STUDENTS
 - d. PASSPORTS NEEDED (INTERNATIONAL TRAVEL)
 - e. GROUND TRANSPORTATION
3. PARENT DRIVERS
 - a. PERSONAL VEHICLE FOR EMERGENCY
 - b. EQUIPMENT TRUCK/PARENT DRIVER

C. CONTACT HOTELS (IF NOT WORKING WITH FESTIVAL)

1. SPECIAL REQUIREMENTS-MEETING ROOMS, STORAGE ROOMS, REHEARSAL ROOMS, CHAIRS, ETC.
2. GENEROUS ESTIMATE ON NUMBER OF ROOMS
3. GROUP MEAL REQUIREMENTS AT HOTEL, IF ANY
4. HOW ARE BUS DRIVER ROOMS PAID (BUS COMPANY, BAND)
5. SPECIAL ROOM REQUIREMENT FOR DIRECTOR/SPONSORS
6. COMPLIMENTARY ROOMS
7. CAN HOTEL TURN OFF PHONES/MOVIES
4. FAST FOOD AVAILABILITY NEARBY
5. AMPLE ROOM FOR PARKING BUSES, EQUIPMENT TRUCK
4. SET UP DIRECT BILL APPLICATION

D. FUND-RAISING CAMPAIGN KICKOFF

1. HOW TO SELL SESSION - BY PARENTS IN BUSINESS
2. GOAL CHARTS
3. COMPETITION, AWARDS
4. DUE DATES
5. STUDENT ACCOUNT CO-ORDINATOR (QUICKEN, ETC.)
6. ORGANIZATION OF DAILY COLLECTIONS (SECTION LEADERS, GROUP LEADERS, BAND CAPT.)
7. SECURE METHODS OF COUNTING, STORING, RECEIPTING, DEPOSITING MONEY

E. PARENT SPONSORS

1. VOLUNTEER LIST
 - a. SELECT DEPENDABLE PARENTS WHO HAVE HELPED THROUGHOUT THE YEAR
 - b. SELECT PARENTS WHO UNDERSTAND STUDENTS BUT WILL ABIDE BY YOUR RULES
2. SPONSOR MEETING
 - a. COST IF ANY (THEIR WAY SHOULD BE PAID (INCLUDE INTO PRICE PER STUDENT)
 - b. YOUR EXPECTATIONS REGARDING DISCIPLINE, ROOM CHECKS, ETC.

VI. continued.....

E.

3. ADVANCE TEAM FOR HOTEL
4. RADIO GROUP PREPARATION AND ASSIGNMENTS (BUS COMMUNICATION)
5. MEAL MONEY LISTS (TYPED WITH SOCIAL SECURITY NUMBERS) IF NECESSARY

F. FREQUENT CONTACT WITH INVOLVED PARTIES

1. STAY IN CONTACT WITH AGENT, FESTIVAL, AIRLINES, BUS COMPANY, HOTELS, ETC.
2. KEEP THEM INFORMED ON CHANGES, NUMBER OF ROOMS, CANCELLATIONS, ETC.
3. RE-CONFIRM DATES, TIMES

G. PRIOR TO TRIP (WITH STUDENTS)

1. ROOMING LIST SIGN-UP
2. BUS/AIRLINE SIGN-UP
3. DEVELOP DETAILED ITINERARY AND SEND TO PARENTS/STUDENTS
 - a. INCLUDE ALL PHONE NUMBERS FOR EMERGENCIES
 - b. INCLUDE A COMPULSORY MEETING EVERY NIGHT BEFORE LIGHTS OUT
 - c. RULES AND SCHOOL POLICIES
 - d. INDIVIDUAL EQUIPMENT, UNIFORM CHECKLISTS
 - e. REMEMBER TO INCLUDE TIME FOR DRIVER/STUDENT REST STOPS, MEAL STOPS, ETC.
4. MEDICAL RELEASE FORMS ON FILE
5. LOADING CREW MEETING
 - a. LISTING OF NEEDED EQUIPMENT
 - b. SPECIAL PACKING CONSIDERATIONS
 - c. SPECIAL TAGGING
6. STUDENT OFFICER MEETING
 - a. THEIR DUTIES ON TRIP (BUS CAPT. MOVIES, OTHER)
 - b. LIAISON BETWEEN ADULTS AND STUDENTS
7. FULL BAND MEETING WITH SPONSORS
 - a. EXPLANATION OF ITINERARY IN DETAIL
 - b. EXPLANATION OF RULES, POLICIES AND CONSEQUENCES
 - c. MOTEL PROPERTY
 - d. DANGERS: SECURITY OF ROOMS, VALUABLES, INDIVIDUAL SAFETY, POOLS, BALCONIES
 - e. ROOM CHECK PROCEDURES, LIGHTS OUT
 - f. NIGHTLY COMPULSORY MEETINGS
 - g. OTHER GROUPS IN YOUR HOTEL (DIFFERENT RULES, STANDARDS)
 - h. OTHER GUESTS IN HOTEL (LATE ARRIVALS, EARLY DEPARTURES-QUIET!!)
 - i. COURTESY TO ADULTS, WAITERS, MAIDS, ETC.
 - j. RESTAURANT RULES, MALLS, ETC.
 - k. DISCUSS ANY POSSIBLE ROOM DAMAGE (REPORT IMMEDIATELY), ROOM CHARGES
 - l. MEAL STOPS, DRIVERS, SPONSORS TO FRONT, DISCIPLINE
 - m. DRIVER REST STOPS-WHO GETS OFF BUS
 - n. FULL REST STOPS FOR EVERYONE; TIME RESTRICTIONS; MUST STAY ON SCHEDULE
 - o. MARK ALL LUGGAGE WITH NAME AND BUS #
 - p. PRIDE!!!

H. PRIOR TO TRIP (YOUR DUTIES)

1. ROOMING LISTS TO HOTEL
 - a. SPECIAL STUDENT ROOM ASSIGNMENTS
 - b. SPECIAL ROOMS NEEDS-STORAGE, REHEARSALS, MEALS, MEETINGS, ETC.
 - c. SPECIAL DIRECTOR, SPONSOR, DRIVER ROOMS
 - d. CHECK-IN PROCEDURES (SEE I. #2)

VI. continued.....

H.

2. TRANSPORTATION

- a. ARRIVAL TIMES, DEPARTURE TIMES CONFIRMED
- b. EQUIPMENT LOADING TIMES CONFIRMED
- c. PROPER TAGS ATTACHED TO EQUIPMENT
- d. SPECIAL REQUESTS GRANTED
- e. POSSESSION OF TICKETS

3. FESTIVAL/PERFORMANCE CONTACT

- a. PERFORMANCE DATES AND TIMES CONFIRMED
- b. EQUIPMENT FURNISHED (STANDS, PERCUSSION INSTRUMENTS, CHAIRS, PA, ETC.)

4. PERSONAL RESPONSIBILITIES OF DIRECTOR

- a. MUSIC
- b. TUNERS, ETC.
- c. EMERGENCY NOTIFICATION FORMS, MEDICAL RELEASE FORMS
- d. CASH FOR MEALS
- e. TICKETS
- f. FESTIVAL RULES PACKET
- g. NAMES OF ALL CONTACTS
- h. EMERGENCY PLAN
- i. CONTACT OTHER DIRECTORS OF GROUPS IN YOUR HOTEL..SAME STANDARDS, CURFEW
- j. SPONSOR ROOM CHECK ASSIGNMENTS
- k. STUDENT ITINERARIES
- l. FINAL CONTACT WITH PARENT LEADERS (TRUCK, RADIO, EMERGENCY, ADVANCE, ETC)
- m. EQUIPMENT ASSIGNMENTS FOR PERFORMANCES, ETC.
- n. MONEY DISTRIBUTION LISTS (IF NEEDED)

VII. ON ARRIVAL

A. ENSURE THAT ALL EQUIPMENT IS TRANSFERRED (AIRLINE TO TRUCK, BUS TO STORAGE ROOMS)

B. CHECK-IN PROCEDURE

- 1. ADVANCE PARTY MEETS BUSES WITH ROOM KEYS FOR ROOM CAPTAINS
- 2. MASTER LIST POSTED TEMPORARILY UNTIL ALL STUDENTS FIND ROOMS
- 3. COPIES OF MASTER ROOMING LIST FOR ALL SPONSORS, DIRECTORS
- 4. ENSURE THAT ALL MUSIC, MEDICAL RELEASE FORMS ARE SECURED IN YOUR ROOM
- 5. MAKE SURE PARKING LOT IS CLEAR OF LUGGAGE, INSTRUMENTS-BUS CAPTAINS
- 5. MEET HOTEL MANAGER, HEAD OF SECURITY
- 6. RELAX.....HA!

VIII. DEPARTURE

A. HAVE A PLAN FOR LEAVING ROOMS IN ORDER

1. LINENS

2. TRASH

- B. SPONSOR ROOM CHECK OF ASSIGNED ROOMS
- C. COLLECT ROOM KEYS; TURN INTO FRONT DESK
- D. CHECK OUT WITH MOTEL MANAGER, ASK FOR LETTER TO SUPERINTENDENT/PRINCIPAL
- E. SETTLE ANY DAMAGES BEFORE YOU LEAVE
- F. ASK MANAGER OR HOUSEKEEPING HEAD TO HOLD ALL LOST ITEMS; MAIL C.O.D.

IX. FOLLOW UP

A. THANK YOU LETTERS

1. TRANSPORTATION CONTACT
2. PARENT SPONSORS
3. FESTIVAL HOSTS
4. MOTEL MANAGER
5. ADMINISTRATION (COMPLETE THE CIRCLE)

INTERNATIONAL TRAVEL TIPS

I. THE TRIP

A. WHERE

1. ATTRACTIVE TO GROUP
2. EDUCATIONAL EXPERIENCE

B. WHAT

1. FESTIVAL
2. PRIVATE PERFORMANCE VENUE

C. HOW LONG

1. NUMBER OF DAYS, NIGHTS
2. ENOUGH TIME TO JUSTIFY THE COST

D. WHEN

1. WEATHER
2. SPECIFIC SEASONS

E. HOW MUCH (ADD IN ALL THE COSTS FOR THE ANNOUNCEMENT)

1. TOUR COMPANY COST (WHAT IS INCLUDED)
2. TIPS FOR DRIVERS, TOUR GUIDES
3. SPECIAL GROUP CLOTHING TO BE ORDERED (CAPS, SHIRTS, ETC.)
4. SINGLE ROOM SUPPLEMENT COST

F. FUNDING

1. SCHOOL
2. FUNDRAISING
3. PERSONAL

G. PLAN ONE TO ONE AND ONE-HALF YEARS TO RAISE MONEY, COLLECT DEPOSITS

II. WHO WILL GO

A. DETERMINE THE MAXIMUM NUMBER TO TRAVEL

1. BASED UPON HOUSING ACCOMMODATIONS
2. GROUP FLIGHT ACCOMMODATIONS
3. NUMBER OF PASSENGERS PER BUS
3. LIMITATION ON NUMBER OF NON-PERFORMERS

a. PARENTS

b. ALUMNI

B. ESTABLISH A MINIMUM DEPOSIT OF \$200.00 TO HOLD SPACE

C. ESTABLISH YOUR OWN PAYMENT SCHEDULES WELL IN ADVANCE OF TOUR COMPANY DEADLINES

D. LAST PAYMENT SHOULD BE 30-40% OF TOTAL COST

E. SEND SKETCH ITINERARY WITH YOUR ANNOUNCEMENT LETTER/FLYER

1. INCLUDE LIST OF TOURS
2. TOTAL COST OF PACKAGE

II. continued.....

E.

3. TRAVEL DATES
4. PASSPORT REQUIREMENT (DEADLINE TO COPY AND RETURN TO YOU)
5. DEPOSIT INFORMATION
5. INFORMATION FORM FOR THOSE INTERESTED
 - a. FULL LEGAL NAME, NO INITIALS, NO NICKNAMES
 - b. HOME ADDRESS, HOME PHONE, WORK ADDRESS, WORK PHONE, FAX, E-MAIL, ETC.
 - c. SHIRT SIZES, CAP SIZES, WIND SUIT SIZES, ETC....IF ORDERING SPECIAL CLOTHING
 - d. SINGLE ROOM REQUESTS
 - e. ROOMMATE PREFERENCES, ALTHOUGH THIS WILL BE DONE NEARER DEPARTURE
 - f. INSTRUMENT
 - g. FREQUENT FLYER NUMBERS
 - h. COPY OF PASSPORTS, IF AVAILABLE
6. REFUND/CANCELLATION POLICY
 - a. PENALTY CHARGE FOR DROPPING AFTER A CERTAIN DATE (\$50.00)
 - b. ADDITIONAL TOUR COMPANY PENALTIES

III. DEVELOP COMPLETE ITINERARY

A. BASIC TOUR

1. CITIES, ATTRACTIONS
2. PERFORMANCES
3. ATTRACTIONS

B. TRAVEL DATES

1. ALLOW FOR HOTEL CHECK-IN; CHECK-OUT
2. EXACT TIME OF U.S. DEPARTURE
3. EXACT DESTINATION ARRIVAL TIME
4. EXACT TIME OF DEPARTURE FOR RETURN TO U.S.

C. ALLOW FREE TIME TO EXPLORE, SHOP

D. INCLUDED MEALS

1. SUGGEST BREAKFAST AND DINNER
2. LUNCH ON YOUR OWN, WHILE OUT ON TOURS; COMBINE WITH FREE TIME

E. EXTENSIONS

1. SOME MAY WISH TO STAY LONGER AT END OF TOUR
2. MANY COMPLICATIONS ARISE OUT OF THIS, ALTHOUGH POSSIBLE TO DO
 - a. TRANSPORTATION CHANGES
 - b. HOUSING CHANGES
3. I WOULD NOT ALLOW DEVIATIONS FROM MAIN TOUR WITH HIGH SCHOOL GROUPS

F. THEATER

1. INDIVIDUALS SHOULD DEAL DIRECTLY WITH TICKETING AGENCIES
2. GROUP TRANSPORTATION, DROP-OFF; PICK-UP

IV. DEVELOP DATA BASES

A. DEPOSITS

B. MAILING LISTS

C. SPECIAL CLOTHING SIZING DATA

D. ROOMING PREFERENCES

E. FREQUENT FLYER NUMBERS

F. DIFFERENT AIRLINE FLIGHTS

IV. continued.....

- G. BUS GROUPS
- H. REFUND LIST

V. OPEN CHECKING ACCOUNT

- A. INTEREST BEARING
 - 1. CAN USE FOR TIPS
 - 2. GROUP PHOTOS
 - 3. SOUVENIRS, ETC
- B. FREQUENT DEPOSITS

VI. OTHER DETAILS

- A. FREE SPACES
- B. DETERMINE SPECIAL EQUIPMENT NEEDS FOR TRIP
 - 1. STANDS, MUSIC BOXES, FLAGS, GIFT BOXES....CHECK ALL AS CARGO
 - 2. PREPARE MANIFEST FOR AIRLINES (SIZE AND WEIGHT OF EACH INSTRUMENT)
 - a. AS GROUP LEADER, YOUR NAME SHOULD APPEAR ON ALL CARGO BAG TAGS
 - b. MAKE CHART INCLUDING EACH INSTRUMENT, SERIAL NUMBER, AIRLINE CLAIM CHECK #
 - 3. STUDENTS SHOULD CARRY-ON CLARINET, FLUTE, TRUMPET, ALTO SAXOPHONE
- C. ADVISE GROUP MEMBERS ABOUT VALUABLES, TRAVELERS CHECKS
- D. ADVISE GROUP ABOUT PASSPORTS, NEEDED FOR CURRENCY EXCHANGE
- E. PREPARE SPECIAL LUGGAGE TAGS FOR YOUR GROUP, COLOR CODE FOR DIFFERENT BUSES
- F. PREPARE LISTS FOR TOUR COMPANY
 - 1. AIRLINE LIST (FULL LEGAL NAMES AS THEY APPEAR ON PASSPORT)
 - 2. ROOMING LIST
 - 3. BUS LISTS FOR ARRIVAL
- G. PREPARE AND MAIL FINAL PACKET (OR HAVE MEETING FOR PERSONAL HANDOUT)
 - 1. INCLUDE FULL ITINERARY
 - 2. ROOMING LISTS
 - 3. PHONE NUMBERS/ADDRESSES
 - 4. CURRENCY EXCHANGE INFORMATION
 - 5. WHAT TO PACK
 - 6. CHECKLIST FOR UNIFORM/INSTRUMENT
 - 7. ELECTRICITY CONVERSIONS
 - 8. SAFETY SPEECH
 - 9. PHOTOGRAPHY
 - 10. LUGGAGE RESTRICTIONS (AIRLINE)
 - 11. GROUP TAGS FOR LUGGAGE, INSTRUMENTS, BUSES, ETC
 - 12. AIRLINE TICKETS - UNLESS IT IS A HIGH SCHOOL GROUP.....TEAR OUT THE COUPONS, KEEP THE RETURN PORTION OF TICKETS IN SAFE PLACE
 - 13. PASSPORT REMINDER
- H. PLAN A "PHOTO MOMENT" WITH THE GROUP