

DIRECTOR'S PLANNING CHECK LIST

Music USA Festivals

To help us make your trip less stressful and more enjoyable, please use this checklist as a reference to ensure all necessary paperwork and decisions have been taken care of by the proper dates.

At Least 6 Months Prior to Festival

- ❑ Proper Identification obtained or applied for those schools traveling to Canada or on a Cruise Festival.

Six Weeks Prior to Festival

- ❑ Fax or mail the following forms to **Music USA Festivals, 1780-5 Doyle Rd, Deltona, FL 32725**
Fax 386-575-2357
 - ✓ Room Assignment Form
 - ✓ Final Count Form
 - ✓ Awards Ceremony Form
 - ✓ Motor Coach Driver's Room Assignment Form
 - ✓ Responsibility Release Form
 - ✓ Bus Driver's Information Form
 - ✓ Music Performance Selection Form
 - ✓ Performance Questionnaire Form

Thirty Days Prior to Festival

- ❑ **Final balance paid in full**, or school will automatically be taken off the performance schedule.

Two Weeks Prior to Festival

- ❑ Collect student permission slips and medical forms required by school
- ❑ If arranging your own transportation, submit the itinerary to the Bus Company. Make sure you understand their driving and sleeping requirements.
- ❑ Get a 24-hour emergency number from the Bus Company.
- ❑ Review the rules sheet for all event(s) prior to departure.

Three Days Prior to Festival

- ❑ Reconfirm itinerary and times of departure with the Bus Company.

Before Departure

- ❑ Collate three (3) original scores of music for each adjudicator for every event you enter. Please put each score in an envelope with the name of your school and performance group (for example: ABC School, 6th Grade Concert Band).
- ❑ Delegate a chaperone to deliver and collect music scores at the registration desk.
- ❑ Make sure you have any vouchers, tickets, coupons and the student permission and medical forms.

Music USA Festivals – 1780-5 Doyle Rd, Deltona, FL 32725

Phone: 386-575-2355 800-654-3018 Fax: 386-575-2357

The two following forms are “**sample ideas**” for expectations of students and chaperones. They may be used and changed as necessary to fit the expectations of your school and performing groups.

Other Directors have suggested these are good ideas for students and chaperones to understand that the trip is for the entire group – not just one or two individuals!

SAMPLE
BEHAVIORAL EXPECTATIONS FOR STUDENTS

During our trip to _____, we will have many opportunities for learning and fun. However, we must keep in mind that we are representatives of our school and state, and should act accordingly. As participants in a school function, we will follow the rules outlined in the Student Code of Conduct throughout our trip. Students should pay particular attention to the following rules of conduct.

Prior to our trip, these behaviors are expected:

1. Students must follow all classroom and school rules.
2. Students must be courteous and respectful to others.
3. Students should not talk and socialize inappropriately during class.
4. Students must bring all materials to class and stay on task.

Students not living up to these expectations may be removed from participating in the trip at any time between now and the departure date for the trip.

During our trip, the following rules will be very important to the success of our trip

1. Students are expected to follow the instructions of their leaders, other chaperones and Music USA Festival staff.
2. Students are required to use the buddy system during the trip and report any problems to a chaperone.
3. Students will not bicker with each other or argue in any way with leaders or chaperones about what is to be done.
4. Students must think "safety first" at all times.
5. **If the bus company allows food and beverage**, students should always be neat with their food and beverage items, picking up crumbs, cleaning up spilled beverages. No gum on buses. Keep the bus clean by putting trash in the trash receptacles provided.
6. Common courtesy and proper manners at all times.

On the bus or plane – talk and play games quietly. If listening to a radio or walkman, use head phones.

Remember the driver – he needs peace and quiet to move you safely.

Be neat in the bus restrooms – there will be others after you.

A lot of hard work and planning has gone into this trip and I want us to enjoy the results of our efforts. Your cooperation will make this trip the best it can be. Please sign this page and return to lead teacher.

Student's Signature _____ _____
(Printed Name)

Parent/Guardian Signature(s) _____ _____

Date *(Printed Name)* *(Printed Name)*

SAMPLE

CHAPERONE EXPECTATIONS

Thank you so much for volunteering your time to assist us on our great adventure. Although there will be many fun times to be had during our stay, there will also be times when we will have to work together as a team in order to make sure our schedule runs smoothly. Below, you will find a list that outlines the **specific times** that you will be called upon to assist our group during our trip.

1. Chaperones will be placed in charge of a small group of students during the **bus rides** to and from, and will monitor their group to ensure proper bus behavior and to make sure all students return to the bus before the pre-designated departure time. Chaperones are responsible for their personal behavior and the behavior of the students entrusted to them while on the bus. Everyone should talk and play quietly. The driver needs to be able to concentrate on driving. Most bus companies allow food & drink on the bus as long as it is handled neatly. Have the students pick up any crumbs, mop up any beverage spills and put all trash in designated receptacles. Ask the driver where he/she would prefer trash kept. Be neat in the bus restrooms. No gum on the buses.
2. Chaperones (in pairs) will share an adjoining room with a group of four students (depending on school requirements), and will assist in securing students in their **rooms** for the night, as well as monitoring noise levels in the student's room(s). Check rooms for damage and forgotten items daily and especially at check-out.
3. Chaperones will monitor students during **free-time at the hotel**, especially those students using the pool facilities.
4. Chaperones will be placed in charge of small groups of students at each of the **attractions** and will be responsible for monitoring their group during all **seminars** and **workshops** and **free time**.
5. Chaperones will be placed in charge of small groups of students during **free time at** and will be responsible for designating check-in times for the students to report to the chaperones. Chaperones **should be in the general area of the attractions** so that students may find them in case of emergency.
6. Chaperones will be expected to act as **role models for students**. Chaperones are not to indulge in alcoholic beverages of any kind, mind or mood altering substances whether legal or illegal.
7. Chaperones may be called upon to perform **other duties as deemed necessary** by circumstance.
***Reminder: Chaperones, this trip is for the students, not an adult getaway or family vacation. It is vital for you to maintain a positive attitude and support the group leader at all times in front of the students. Discussion or differences of opinion should be held in private.**

I understand and agree to follow the above guidelines. Please sign below and return.

Chaperone Signature _____

(Printed Name)

Date

STATEMENT OF LIABILITY

LIABILITY DISCLAIMER

MUSIC USA FESTIVALS, 1780-5 Doyle Rd., Deltona, FL 32725, acts only as an agent for the various companies whose services and accommodations are made available and accepts no responsibility in whole or part for injury, personal injury, damage, loss, accident, delay, or irregularity which may happen by default of an hotel, restaurant, company or person rendering any of the services included, or by natural forces. No responsibility is accepted for any damage or delay due to illness, pilferage, labor disputes, machinery breakdown, quarantine, governmental restraints, weather, or other causes beyond their control. **MUSIC USA FESTIVALS** also disclaims any responsibility for personal injury or property damage arising from the acts of negligence of any member of a group at a **MUSIC USA FESTIVALS** event. If it becomes necessary to cancel or alter the schedule of events, such alterations or cancellations may be made.

PHOTOCOPIED MUSIC

MUSIC USA FESTIVALS disclaims all liability in actions resulting from the unlawful reproduction of parts and/or scores of music. Directors are advised to acquaint themselves with the restraints and responsibilities set forth in the Federal Statutes governing copyrights.

RESPONSIBILITY

Unit Directors, chaperones, or school officials will be held fully responsible for damage, vandalism, theft, extra charges, etc. incurred by those students from their school.