



# MUSIC USA FESTIVALS DIRECTOR'S BOOK



# Table of Contents

MUSIC USA FESTIVALS DIRECTOR’S BOOK .....	1
TABLE OF CONTENTS .....	2
DEPOSITS AND CANCELLATIONS .....	3
PACKAGE PLAN GENERAL INFORMATION .....	3
GROUP CANCELLATION POLICY.....	4
DIRECTIONS FOR FESTIVAL PERFORMING GROUPS AT SOUNDSTAGE #33 .....	5
DIRECTOR’S PLANNING CHECK LIST .....	8
STATEMENT OF LIABILITY .....	11
FESTIVAL INFORMATION .....	12
GENERAL INFORMATION .....	15
ANNUAL PASSES .....	16
HOTEL AND MEALS .....	17
AWARDS .....	20

# **DEPOSITS AND CANCELLATIONS**

By reviewing the following tour/cruise information thoroughly and by providing this information to each person taking part in your trip, you can avoid many difficulties and ensure a positive traveling experience.

## **DEPOSITS & PAYMENT DEADLINES FOR ALL FESTIVAL PARTICIPANTS**

The deposit and payment dates for your school have been selected to correspond with the deadline dates imposed on us by any outside contractors such as restaurants, airlines, hotels, attractions, and/or by cruise lines. It is imperative that you have your payment to our office by your scheduled dates. We suggest that you send them by overnight FEDERAL EXPRESS, UPS, or United States Post Office if you are concerned that it might not arrive in time.

MUSIC USA FESTIVALS Accounting Office | 505 S. Spring Garden Ave | Suite 104 | Deland, FL 32720  
Phone: 386-575-2355 or 1-800-654-3018 | Fax: 386-575-2357

This is especially important to any groups who are flying or attending a cruise. MUSIC USA FESTIVALS is not liable and cannot accept responsibility for any activity, attraction, airline, or cruise reservation canceled due to non-payment or late payment by your school.

## **PACKAGE PLAN GENERAL INFORMATION**

**Accommodations are based on four per room occupancy for students and two per room for adults. Triple and single rates will be quoted upon request. There is an additional charge for triple and double occupancy for students and single occupancy for adults.**

**Chaperones are required on a ratio of one for every ten students.**

Director is complimentary (double occupancy) based on a minimum group of twenty (20) students. For groups of 50 students or more, two directors will be complimentary at double occupancy.

Groups participating in festival only will receive one director complimentary for groups of 20 students or more. For groups of 50 students or more, two directors will be complimentary.

Additional meals or nights of housing will be quoted upon request. Please inform us of any additional arrangements you may need.

## GROUP CANCELLATION POLICY

The Application Fee is NON-Refundable.

All cancellations must be made in writing and signed by the school principal, and director. This is to be sent to Music USA Festivals by Certified Mail to 505 S. Spring Garden Ave., Suite 104, Deland FL

Group cancellation 60 days or more prior to the Festival: Full refund, with the exception of any deposits that have been paid to hotels, restaurants and bus companies that are not refundable. In addition, any costs associated with special attractions, admission or theater/dinner show tickets, etc. that have already been paid by our office on your group's behalf are non - refundable.

Group cancellation 31-60 days prior to the Festival: Refund less \$50 per person administering costs and any other non refundable payments to vendors as stated above.

<b>Example:</b>	Payments Received:	10,000
	Less Non Refundable bus deposit:	-1,000
	Less Non Refundable hotel deposit	-2,000
	Less Administering Fee	
	(100 students x \$50)	-5,000
	<hr/>	
	Refundable amount:	2,000

Group cancellations received 1 - 30 days prior to the Festival will receive no refund. All cancellations must be made in writing and signed by the school principal, and director. This is to be sent to Music USA Festivals by Certified Mail to 505 S. Spring Garden Ave., Suite 104, Deland FL 32720.

MUSIC USA FESTIVALS reserves the right to return all monies up to thirty (30) days prior to a scheduled Festival, in the event that circumstances beyond the control of MUSIC USA FESTIVALS cause the cancellation of the Festival.

# DIRECTIONS FOR FESTIVAL PERFORMING GROUPS AT SOUNDSTAGE #33

Please put the name of your school in the bus front window and equipment trucks  
driving back stage.

(Music USA will e-mail Bus Signs, make one per coach - print in color if possible, if not, black and white will do. Tape to the lower passenger side of the windshield.

BUS(ES) ARE TO STAY WITH YOUR SCHOOL UNTIL THE PERFORMANCE ENDS,  
and the buses have been reloaded with instruments/ uniforms, ect. Groups to get all personal items they want for the day off the bus, as the bus is leaving. Groups to enter through the back gate by Sound Stage 33 with their ticket.



From I-4 Westbound, take the Universal Exit # 74B. At the bottom of the ramp, make a left on Hollywood Way. Turn Right on Turkey Lake Road and follow directions below.

From I-4 Eastbound, take Exit 74A (Sand Lake Road). At end of ramp follow signs to Universal Orlando. Turn Right on to Turkey Lake Road and follow directions below.



From the Florida Turnpike, coming from the North or South, Exit 259 to I-4 Westbound then Exit at # 74 B-- Universal. At the bottom of the ramp, make a left on Hollywood Way. Turn Right on Turkey Lake Road. Stay on Turkey Lake Road until you see the Hess on right. Turn right at the stoplight (Speedway Gas Station). Proceed forward to Gate 3. Give Security name of your school and that you are attending Music U.S.A. Festivals in Soundstage 33. (*Bus sign provided and should be on the lower driver side front window*) A Universal Staff member will get on the bus and guide you to Soundstage 33. Drive straight ahead from the guard gate and continue straight at the four way stop. Turn left on this side of the second building on your left after the four way stop— Soundstage 25—this will be into a parking lot area. The building straight ahead of you is Soundstage 33 although it is not marked on the side you can see. There is a small sign on the right that indicates Soundstage 33 is to the left when the buses need to turn. Drive straight ahead toward the fence at the far end. There will be Universal Studios staff near the opening in the gate (at the far end of the parking lot) to direct where your bus(s) can park for off loading. Buses will remain for the duration of the group's performance.

**All Instrumental Groups** have the option of bringing cases in or leaving the cases on the bus.

# DIRECTIONS FOR FESTIVAL PERFORMING GROUPS

(Continued)

**No Cars Allowed Backstage:** All parents must be on buses or have tickets to Universal Studios and come through that park to Soundstage 33 after 10:00am. The parking lot across from the Speedway Gas Station is not Universal Orlando property and as such, participants cannot park there. If you have some family members arriving by car, the cars should park in the regular parking garage and do one of the following:

- If the park is open (9:00 am) they can go through the front gate of Universal Studios and back to the Soundstage via the gate in the wall to the left of the New York Library Steps. With the proper wristband the security guard will let them in. Soundstage 33 can only be accessed through the park during regular park hours. Wristbands, provided with each ticket purchased, will grant entrance to the festival.

**Wristbands do not serve as tickets and cannot provide admission to either park. Any group performing prior to 10 am CANNOT enter through Universal Studios since the park does not open until 9 am and the group has to be in the Soundstage 1 hour in advance.**

- Parents (not on buses) can park in car parking, walk to the escalator at the “Hub” (where the restrooms and elevators and escalator are located) and take the escalator down to bus parking. Arrange for your bus driver to pick up the group of parents and bring them around to backstage as he did the performers earlier. The adults can enter through the back gate at Soundstage 33 with their students if they like, or the procedure can be reversed after the festival if the parents want to return to car parking. Remember this must be cleared with your bus driver.

**GROUPS ARRIVING WITH TWENTY OR MORE PEOPLE MUST BE ON BUSES.** Groups with less than twenty people arriving in cars or vans must make prior arrangements with Music USA. Please call Music USA immediately at 1-800-654-3018 or call your coordinator.

Groups arriving in cars will only be allowed 1 car backstage to bring instruments, props or uniforms since the parking area at Soundstage 33 is limited. The rest of the group will need to enter through the front of the park and use their ticket for admission to Universal Studios, then can move from park to park for the remainder of the day.

**Bus and Car Parking Directions from Backstage:** Turn left on Turkey Lake Road and turn left at the Universal Orlando sign (2nd light)-Hollywood Way. Follow the signs to bus and car parking. From bus and car parking, follow signs to park of choice. **Please note—bus and car parking are separate areas. There is a charge for bus parking for the day. If the bus is not staying, there is not a fee for dropping off and picking up the group. There is a charge for car parking.**

## Security:

Make sure everyone has a wristband (students, adults & directors). Wristbands will be sent out in advance with each ticket purchased. All tickets should be purchased through school. For tickets not purchased through school, there will be an additional charge at the door. People without wristbands will NOT be allowed in the soundstage. Wristbands do not serve as tickets and cannot provide admission to either park. Admission to the festival events must be purchased in advance.

## Changing Facilities:

The restrooms in Soundstage 33 may be used as a changing facility. Groups arriving early in the day should arrive dressed and then change into park clothes after their performance. Groups arriving late in the day are able to change into festival clothes at the Soundstage. Make sure you have your buses at Soundstage 33 1 hour prior to your performance. Group will need time to dress in uniforms and get instruments and/or music off the bus.

*Group must be very QUIET in the restrooms while changing as loud voices can be heard in the soundstage and could affect another group's performance. Buses to stay with group until performance is over, group has changed back into park clothes, put away instruments/ and or uniforms. Group will enter back into Universal Studios with their tickets and buses will do as pre-arranged with Director.*

## Grand Awards Ceremony:

Please see your itinerary for time and location. If the group is in Islands of Adventure, please depart thirty minutes prior to the Grand Awards Ceremony time and walk to Universal Studios. Be on time; gates are locked promptly at park close and will not be reopened.

All participants must have wristbands to stay in the Universal Studios Park after closing to attend the Awards Ceremony. Wristbands will be sent out in advance of the festival. **Please make sure every person in the group wears their wristband all day on festival day.** The wristbands are waterproof, perfect for the "wet" rides. **A wristband is provided for each ticket purchased.**

## Safety

For the safety of your students, all group leaders must check in at the First Aid Station in each park and give First Aid at least three (3) cell numbers where group leaders can always be reached.

**MUSIC USA FESTIVALS 1-800-654-3018**

**Festival Only: EMERGENCY CELLULAR PHONE: 1-407-947-4739**

**RUNNING LATE TO THE FESTIVAL IS CONSIDERED AN EMERGENCY.**

Arriving late for the Awards Ceremony is NOT considered an Emergency

# DIRECTOR'S PLANNING CHECK LIST:

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 email the following forms to Music USA Festivals 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.



# BEHAVIORAL EXPECTATIONS FOR STUDENTS

# SAMPLE

During our trip, 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 Signature: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(printed)

Parent Signature: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(printed)

## CHAPERONE EXPECTATIONS

## SAMPLE

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:** \_\_\_\_\_ (Date)  
\_\_\_\_\_  
(Printed)

## STATEMENT OF LIABILITY

**LIABILITY DISCLAIMER** MUSIC USA FESTIVALS, 505 S. Spring Garden Ave. Suite 104, Deland, FL 32720, 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 any 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.

# FESTIVAL INFORMATION

## **Festival Escorts**

Music USA Festivals staff will be at each performance location to escort you and your group through the warm-up performance. Students will be asked to stay on the bus as the Director(s) is shown the facility. Please have your musical scores ready for staff to collect. (Do not forget to list any soloists playing during the selection.) We suggest that you designate a head chaperone to collect the music scores after adjudications as well as to collect and sign for any tickets for the event, dinner and/or Awards Ceremony.

## **Performance Time Limit at Universal Orlando®**

Warm-up and performance times are different when performing at Universal Orlando®. The maximum time for all Choirs is thirty (30) minutes. This includes warm-up, set-up and performance.

The maximum time for all Jazz Ensembles, Concert Bands, and Orchestras is forty-five (45) minutes. This includes warm-up, set-up and performance. For marching and concert percussion, the maximum time is fifteen (15) minutes. This includes warm-up, set-up, and performance.

## **Adjudicator's Scores**

Three original scores should be provided for all three judges for all concert performance groups except vocal soloists. In some cases, because of improvisation, scores may not be available for jazz ensembles, show choirs, or concert percussion groups. Scores are not necessary for marching events. Measures need to be numbered with each score. 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.

## **Clinics**

An important feature of the Music USA Festivals adjudication program is our mini-clinic which is provided to each choir, jazz ensemble, orchestra, and concert band by one of the adjudicators at the conclusion of the group's performance. The purpose of this clinic is to provide the adjudicator with an opportunity to discuss and rehearse the group on any areas of weakness and to reinforce the strengths of the group. We strive for a positive learning experience. Please inform your escort, however, if you desire to forgo the clinic. Also, please note that clinic time may be sacrificed or shortened if you exceed the warm-up and performance time limit.

# **FESTIVAL INFORMATION**

(continued)

## **Sound System**

MUSIC USA FESTIVALS provides a sound system, which includes three (3) microphones for the Instrumental adjudication and three (3) microphones for the Choir adjudication (2 directional mics and one solo mic). Any group requiring an expanded sound system with additional microphones must bring their own systems.

## **Stage Set-up Crew**

Please remember that you must have a stage set-up crew available for each of your performing organizations. Your set-up crew should be prepared to move quickly upon the conclusion of the previous group's performance.

## **Final Count of Participants**

Directors are requested to notify MUSIC USA FESTIVALS thirty (30) days prior to your departure for the scheduled festival with a final exact count of your total participants. We are required to notify the hotels and restaurants at that time if there is any change in your number of student or adult participants.

## **Festival Guides**

MUSIC USA FESTIVALS staff members will be at each performance location to meet your buses upon arrival and to escort you and your group through warm-up and performance. Your escort will collect the musical scores and Music Performance Selection Forms for the adjudicators when you arrive to check in. The director and/or parent in charge should check in with the festival staff upon arrival and deliver the three (3) original scores for the adjudicators.

## **Awards Representative**

For the Awards Ceremony, we request that each school select two (2) student representatives to report to the stage to accept the awards when your school is called.

## **Performing Groups and Festival Etiquette**

Please place your musical performance first on the day of adjudication. We ask that your scheduling of other activities allow flexibility so that the group can enjoy the maximum benefit from their participation. Directors, students, and chaperones must understand that "entertainment" is not provided at the facility site. The purpose of the festival is to provide an enriching musical experience. When students are not performing or warming up, please have them quietly and courteously watch other group's performances. They are not to enter or exit, however, during the actual adjudication performance.

# FESTIVAL INFORMATION

(continued)

## **Performance Times**

Performance times are selected at the time the \$10 per student deposit is received. All payments must be received on time to keep the selected performance times. Groups not making payments on time will have a performance on their selected date, but the times will be subject to what is available at the time the payments are received.

## **Rehearsals**

Rehearsal space at any hotel cannot be guaranteed and should be requested months in advance. The hotel may charge an additional amount for this space even though you are a guest. Music USA Festivals will not be able to supply any music stands, equipment, or choral risers for rehearsals.

## **What We Supply**

At the adjudication site, Music USA Festivals will supply a sound system with three microphones for Instrumental and Choral groups (any groups requiring an expanded sound system with additional microphones and amps must bring their own): four timpani, four octave marimba, xylophone, symphonic chimes, acoustic piano and a concert band drum, music stands and risers for performance area. We do not promise dressing rooms, cafeterias, instrument storage rooms, or rooms and hallways for students to “hang out”. Do not bring instrument cases into the changing facility, except for emergency situations, extreme inclement weather, and stringed instruments. Instrument cases cannot be left in the warm-up room, since other groups will be immediately using the room when you are finished.

## **Universal Orlando®**

There is not a warm up area at Universal Orlando®. Warm up is done “on stage” and is immediately followed by their performance.

# GENERAL INFORMATION

## **CHURCH SERVICE**

Because we use a large number of hotels in different parts of the host cities, it would not be beneficial to quote specific churches and service times. It is recommended that the director make these arrangements prior to arriving in the host city through their home town church directories or the Chamber of Commerce in the host city.

## **MEDICAL**

It is suggested that each director have a medical permission form for each student in the group in case of emergency treatment. This parental permission is required by all hospitals for any treatment to a minor.

## **RULES**

Curfew hours and smoking privileges will be established by individual school officials. Drinking of alcoholic beverages and use of drugs by students and adults is strictly prohibited.

## **TRANSPORTATION**

All transportation needs will be the responsibility of the director or school unless prior arrangements have been made with Music USA Festivals. Please be aware that transportation costs are not included in your program package plan and additional costs will be incurred. Regardless of who sets up motorcoach transportation, make sure that an itinerary has been sent to the bus company at least 2 weeks in advance, and ask your bus company for a 24-hour emergency number. Also, make sure the bus company has maps and directions to your events. It is the bus company's responsibility to know the location of sites before they leave for the trip. Chaperones will be asked to monitor the behavior of students and any damage to the coach will be the school's responsibility.

# ANNUAL PASSES

Tickets to participate in or observe a Music USA Festival must be purchased from Music USA. Each Music USA ticket purchased will include a wristband to assure admittance to the Soundstage and the Awards Ceremony. Wristbands are not a ticket for admittance to either park. No one will be admitted to the Festival or Awards Ceremony without a wristband.

The only ticket purchase exception concerns Annual Pass holders who will be allowed entry to the Festival and the Awards Ceremony and receive a wristband if they meet the following criteria:

- Only Annual passes will be accepted. NO on-line tickets, military tickets, AAA tickets or any other discount tickets will be honored for Festival or Awards Ceremony entry.
- For student participants with annual passes: We must receive a copy of the annual pass clearly showing the name of the pass holder.
- For accompanying adults and children with annual passes: We must receive a copy of the annual pass clearly showing the name of the pass holder.
- Student participants with annual passes will pay a festival fee please ask your coordinator for current rate.
- Adult/family attendees with annual passes will pay a festival fee please ask your coordinator for the current rate.
- The above copies must be received in the Festival office six weeks prior to the Festival

Please call your coordinator if you have any further questions.



## HOTEL AND MEALS

Hotel and meal assignments will be sent out separately once payment in full has been received. Meals are usually scheduled at your assigned hotel whenever possible unless the hotel does not have a restaurant large enough or cannot accommodate your school for other reasons. In this case, a restaurant will be assigned in the proximity of the hotel.

If desired, additional meals or nights of housing can be arranged. Prices for any changes or any additions will be quoted upon request.

All hotel accommodations are based on quad occupancy for students and double occupancy for adults. Single and triple room rates will be quoted upon request. On the Hotel Rooming List Forms, please list the students by groups of four and the adults by groups of two. If staying in a suites property, students will be six to a room. It is important that these forms be completed at least 45 days prior to the festival. Please send one copy to the MUSIC USA FESTIVALS office, and keep one copy for your records.

### **HOTEL CHECK-IN PROCEDURES**

It is always a good idea to phone the hotel approximately one hour prior to arrival so that hotel personnel can properly prepare for a smooth check-in. This is especially important if your arrival is going to be ahead of or behind schedule.

Thirty (30) days prior to departing for the festival, please call MUSIC USA FESTIVALS with your final count of participants. All group rooms will be pre-registered, and the director must verify the final actual number for any additional participants or rooms used which were not reflected in your final count.

### **HOTEL CHECK-OUT PROCEDURES**

It is recommended that chaperones or room captains check all student rooms upon check-out to be certain that no personal belongings are left behind. Be sure to look under beds, on balconies, in bureau drawers, in closets, and behind shower curtains. These are the most common places where items are overlooked. Please be sure the room captains return all keys promptly at check-out.

Additional hotel expenses such as phone calls charged to rooms, room service, damage charges, etc., incurred by members of your organization must be paid to the hotel prior to departure. Failure to do so will result in direct billing by the hotel to your school.

### **EARLY CHECK-INS, LATE CHECK-OUTS**

Check-in and check-out times must coincide with each particular hotel's policy unless otherwise allowed by special arrangement. Normally, groups are required not to check in before 4:00 p.m. on the day of arrival and must check out before 11:00 a.m. on the day of departure. Mornings are a very busy time for hotels. Guests are checking out as late as possible, and housekeepers

# HOTEL AND MEALS

(continued)

have the huge responsibility of thoroughly cleaning all rooms in time for the next guest's checkin. As a result, most hotels are hesitant to guarantee rooms ready for early check-in, especially for groups who need a large number of rooms. Quite simply, it is a logistical problem.

In instances where groups are forced to arrive early and students are tired from riding all night, most hotels will try to make some rooms available for changing clothes until the remainder of the rooms are ready for occupancy. Whenever possible, though, we recommend timing your group's arrival to coincide with check-in times.

## **ROOM ASSIGNMENTS**

MUSIC USA FESTIVALS realizes that the location of your group's rooms in a hotel is very important. As a general rule, visiting groups prefer the following considerations.

1. Rooms should be blocked together as closely as possible.
2. Girls' rooms and boys' rooms should be separated by floors.
3. Chaperone rooms should be placed on each end of the string of rooms. They should also be interspersed among student rooms. Please indicate on room list where you want adults by placing them in the order you prefer and putting an \* by all adult names.
4. Avoid using ground-level rooms or ones with two entrances.
5. Be aware of how rooms are situated in proximity to exits, elevators, and staircases. Always place an adult room within full view of such exits.
6. Accompanying parents or friends who are not chaperones should be placed in a different locale in the hotel other than near the student rooms.

Hotels used by MUSIC USA FESTIVALS are very experienced in hosting student groups and are well aware of the above considerations and try to cooperate whenever it is logistically possible. Yet, this is an area where MUSIC USA FESTIVALS always "gets caught in the middle." Very few, if any, hotels are in a position to pre-assign actual room numbers far in advance due to a number of continuously changing factors in the reservations department. Quite often, a reservationist will know in advance which wing or floors will be used for the group, but the actual assigning of room numbers cannot be done until the day the group arrives. The individual who charts hotel rooms has a very complicated job with a great deal of pressure--especially during the highoccupancy spring months.

If the hotel's room assignment is not suitable, the director can assign specific students to specific rooms upon arrival. MUSIC USA FESTIVALS will be happy to pass your requests concerning room assignments to your hotel, but we cannot exert undue pressure on them.

# AWARDS

The awards and trophies presented by MUSIC USA FESTIVALS provide an incentive for the students in the various performing organizations to strive for musical excellence in their performances while being adjudicated by some of the nation's finest musicians and music educators. As a reward for these efforts and accomplishments, MUSIC USA FESTIVALS presents distinctive and impressive trophies that are sure to provide many years of pride and fond memories.

## CATEGORIES

### Choral

- Mixed Choir
- Women's Choir
- Men's Choir
- Show Choir
- Jazz Choir
- Chamber
- Madrigal
- Gospel Choir
- Barbershop Quartet
- Class AAA
- Class AA
- Class A
- Middle School
- Elementary School
- 1st through 5th place trophies in each class
- Outstanding Accompanist, Soloist and Section Awards are determined by the adjudicators.

### Instrumental

- Concert Band
- Steel Drum Band
- Jazz Ensemble
- Orchestra
- String Orchestra
- Class AAA
- Class AA
- Class A
- Middle School
- Elementary School
- 1st through 5th place trophies in each class
- Outstanding Musician, Soloist and Section Awards
- Outstanding Saxophone, Brass and Rhythm Sections for Jazz Ensembles are determined by the adjudicators.

### Marching Parade

- Class AAA (82+ Musicians)
- Class AA (57-81 Musicians)
- Middle School
- 1st through 5th place trophies in each class
- Outstanding Drum Major, Majorette/Pom-Pon Squad, Auxiliary and Drum Lin

### Auxiliary

- Indoor Guard
- Drill Teams
- Majorette
- Squad and Solo Twirler
- Rifles
- Flags
- Pom-Pon
- Dance
- Swing Flags
- 1st through 5th place trophies in each category

## OVERALL GRAND CHAMPION

Grand Champion Trophies are presented to the highest scoring High School, Middle School, Elementary School, regardless of class, in Instrumental, Choral, Parade and Auxiliary. There must be a minimum of 3 performing groups in each category for which a Grand Champion will be awarded. To be eligible for Grand Champion the entire performing group must attend the Grand Awards Ceremony.

