



## ***Trip Planning***

*Pam and Bob Phillips*

The following are recommendations gleaned from our years of touring with orchestras and our fiddling ensemble. There have been some very good articles in journals about trips as well.

1. Know your schools rules for trips and receive any permissions to start planning.
2. Prepare a budget and a plan
  - a. Travel agency
  - b. Plan it yourself
  - c. Always estimate high
3. Prepare an explanation of why, where, how, who and how much for your administrators. The more detail the better.
4. Safety and behavior issues – Set expectations and they will strive to meet them
  - a. Do students drive or ride with other students?
  - b. Chaperones - your guidance in their duties
  - c. School rules in effect
  - d. Respect for adults and representing your school and community
  - e. Respect for other artists
5. Bookings – will you perform and/or attend musical events?
  - a. pro venues
  - b. festivals - folk and for profit
  - c. town events – Chamber of Commerce/tourist bureaus
  - d. school exchanges – gifts and thank you notes
6. Repertoire choice
  - a. Balance the difficulty.
  - b. Extra for unusual circumstances
  - c. Some light or simpler pieces
7. Sight-seeing
  - a. Balance educational and fun
8. Accommodations and food
  - a. Hotels
  - b. Host housing - gifts
  - c. Is there access to laundry anywhere?
  - d. Do kids have to pay for some of their food? Personal ATM chaperone!
9. Prior to leaving
  - a. Permission and health slips
  - b. Parent and student meeting – explain itinerary and expectations
  - c. Communicate frequently with bus or airlines – how do they want to handle loading, unloading, instruments
  - d. Decide who will be your tech/loading crew
  - e. Will you collect meds or will kids self-medicate, take first aid kit, water, etc.
  - f. Roommates
  - g. Assign any equipment that will be checked as kids' luggage
  - h. Collect a list of everyone's cell numbers and decide which one will be on at all times for emergency
10. Parent volunteers

[www.phillipsfiddlers.com](http://www.phillipsfiddlers.com)

**Alfred** P.O. Box 10003 • Van Nuys, CA 91410-0003  
[www.alfred.com](http://www.alfred.com)

- a. Do research and planning for you
  - b. Chaperone
  - c. Check kids in as they arrive for departure – check if tags on luggage, do they have their instrument, uniform, passport or ID
  - d. Hand out emergency cards at departure
  - e. Drive chaperone cars home
  - f. chaperone packets = a more detailed itinerary, housing lists, maps of cities, copies of everyone's passports
  - g. Be the phone chain lead for return or any changes we need to communicate to all homes
  - h.
11. Safety
- a. Roll call each time leave somewhere
  - b. Nightly room checks and hall monitors
  - c. Buddies
  - d. Chaperone groups?
  - e. School rules in effect
  - f. Make expectations clear
  - g. Friends or relatives at destination
  - h. Passport checks
  - i. If you take travelers checks be sure to log the check numbers.
  - j. Be sure each student knows how much money to bring
12. Mentally walk through the entire trip once it is planned. Know how you get from place to place. Allow extra time to move the numbers you have!

## **Sample lists, rules, expectations, etc.**

### **Budget needs to include:**

- Travel – long distance and at destinations
- Food
- Accommodations – for bus driver as well
- Entrance fees for sightseeing
- Tips
- Director and possibly chaperone costs
- Rental or shipping of equipment
- Emergency money while on trip or in case an unexpected cost arises

### **Sample Packing list and miscellaneous info for kids and parents**

You can have one suitcase, which can not be larger than 62 inches when you add the length, width and height. It can't weigh more than 70 lbs. Go as light as you can!! It must have a luggage tag on it. Your instrument and your carry on bag must also have a tag. If you play violin, viola, or mandolin, you will be carrying that on the plane and thus your carry on bag must be no bigger than a computer briefcase. The sound equipment, rhythm instruments and cellos will be counted as our second bags to be checked. They will assigned to individuals who will be responsible to carry them through the airport and check them in and out. We may need to rent carts at the airport to haul all this so please carry several one dollar bills to the airport for this purpose.

- |   |   |
|---|---|
| Full uniform - skirts or jeans, black socks/tights, summer and red shirts, hats, shoes, tap shoes |   |
| 2-3 pairs of shorts   | 2-3 pairs of long pants                           |
| 3-5 short sleeved tops  | 1-2 long sleeved tops that can be layered         |
| Fiddler t shirt   | medium weight jacket with hood or hat, gloves     |
| 1-2 sweatshirts   | flip-flops for showers in hostels                 |
| 1-2 pr. walking shoes   | sandals   |
| 7 pr socks  | 7-10 pr underwear                                 |
| bathing suit/towel  | hand towel (may not be provided at hostels)       |
| toiletries, including soap, shampoo, etc.   | Sunscreen, bug spray                              |
| pjs (Not ok - PJs on the bus)   | umbrella or poncho                                |
| CD for host gift  | 2 Plastic bags for wet swimsuit and dirty laundry |

Extra contact/glasses

cards, books, etc for bus rides

Spending money - approx \$200 - this can be cash (US and CA) or travelers checks or a credit card.

This is for souvenirs, possible extra admissions in Seattle or Calgary, and snacks between meals.

Your instrument - extra strings!

It is better not to take valuables or irreplaceable items

Optional :

Flashlight, hair dryer, watch, alarm clock, camera, phone calling card, cell phone

Wear on the plane - comfortable but nice looking pants and top, carry a sweater?

You can usually fit the most in a suitcase either by rolling everything or laying it as flat as possible.

### **Care and feeding of passports:**

Passports thrive on body warmth. When near their human they become useful and capable of deep thoughts. When packed in a suitcase, they shrivel to a shadow of their former selves. When put in an airline seat pocket, they become disoriented and scared of flying alone. Passports love to be near emergency cards and money. When in backpacks or unattended, the risk of separation anxiety increases. Until signed by the owner, passports don't feel truly alive. To aid in the mental and physical health of passports, we will do check-ups frequently such as when getting on and off planes and buses.

### **Chaperone expectations**

Adults on the bus are the chaperones. Others traveling along individually may join a chaperone group.

Do not change the itinerary on your own

As always, all school rules apply including those concerning attire, drinking, smoking, attire etc.

Kids always have a buddy.

All groups will have chaperones. This means you go with them. They do not go off and meet you at a certain time.

With both chaperones in direct speaking distance, groups may be changed.

Chaperone groups will vary frequently

Monitor hotel behavior, bed checks etc. Two chaperones will take bedtime duty each night.

Itinerary will not change unless an outside circumstance dictates

If you have a problem with a student, let Directors know immediately. Any problems - call us, you can treat each

Fiddler as if they are your own child within our parameters but you do not have to handle difficult situations.

Monitor appropriateness of conversations and let us know if you are uncomfortable with things

Bring your cell phone, watch and alarm clock, carry bandaids and tylenol

No alcohol. This also applies to the families who join the group

Instructions and expectations will be given before each event as we go

Relax and enjoy in between responsibilities!

### **Rules and expectations for students:**

As always, all school rules apply including appropriate attire, drinking, smoking, etc.

Always have a buddy.

All groups will have chaperones.

Hotel behavior as discussed

Try not to block aisles in public places

How to deal with whining, grouching, tiredness, happiness

chaperones - no one ever alone- it is not ok to go off and meet back in a while

Attendance on bus – be on time

Hotels - buddy to go to breakfast, the pool, stay in room after time given, respect other guests – indoor voices, walk not run, call a chaperone if you need something after time to be in your room.

Keep wallets in front or zip pockets, not in back pockets or backpacks when we are in crowds

Take your own medicine but let us know if you don't feel good so we can help and keep an eye on you

Emergency cards will be given out on the bus to all – this must be with you everywhere we go

Absolutely no one except Director and the driver, may open or close a bin under the bus.

Chaperones will always be treated with respect. Directions will be obeyed. Later the situation can be discussed if need be.

Any major infraction could lead to being sent home at your expense.