



NEW YORK CITY

LOMIRA HIGH SCHOOL CHOIR

5 Day / 4 Night Motorcoach Tour
April 8-12, 2017

PROPOSAL INCLUDES:

SIGHTSEEING/ACTIVITIES

- * Empire State Building
- * Statue of Liberty
- * Metropolitan Museum of Art
- * City tour
- * St. Patrick's Cathedral
- * Ellis Island
- * Radio City Music Hall
- * Hard Rock Cafe souvenir stop
- * Rockefeller Center
- * Ferry Boat Ride
- * St. Paul's Chapel
- * 9/11 Memorial Plaza (Museum not included)

MUSICAL FEATURES

- * Quality musical performances arranged for your group
- * Broadway show (student-priced tickets - upon availability) – "Wicked" or "Lion King" will increase cost

MEALS

- * 2 hot breakfasts (based upon hotel availability), 1 meal at Dallas BBQ, and 1 meal at Hard Rock Cafe

INSURANCE PROTECTION

- * Motorcoaches with \$5,000,000 liability insurance coverage
- * \$2,000,000 group liability insurance coverage while on tour
- * Act of terrorism insurance

ESSENTIALS

- * 2 nights at a specially selected hotel and 2 nights on the motorcoach
- * 1 complimentary pass (based on double occupancy)
- * 4 chaperones at 1/2 price double occupancy
- * Trip Manager to handle included tour components while on tour
- * 1 deluxe 48-passenger motorcoach with restroom and DVD (Wi-Fi upon availability)
- * Carefully planned daily itinerary with timetable
- * Taxes and gratuities on included items (Trip Manager and driver tips are left to the group's discretion.)
- * Traveling Green by carbon offsetting your tour's environmental impact
- * Complete Travel Packet (medical release form, rooming list chart, chaperone guidelines, safety tips, etc.)

TOUR COST PER PERSON:

QUAD \$997.00

TRIPLE \$1,026.00

DOUBLE \$1,084.00

SINGLE \$1,259.00

Price guaranteed for 30 days. Must be secured with deposit.

Tour cost as of 5/26/2016 based on the number of people sharing a room and based on 29 paying passengers using 1 coach.

Changes in paying passenger count or tour components may result in tour price adjustments at any time.

OPTIONAL TOUR COMPONENTS: (may result in cost differences per person)

Gratuities for drivers and Trip Manager, instrument & equipment rental, exclusive nighttime security, group photo, festival/parade experience, plus many other sightseeing and restaurant options. Call Sunshine Travel for a list of incredible opportunities!



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NEW YORK CITY BIG TRIP

April 8th-12th 2017

Dear Students/Parents,

The Lomira High School Choir is going to have a wonderful opportunity this coming school year. The choir is planning on going to New York City over spring break. It is a 5 day/4 night trip that will include sightseeing, a Broadway show, and an opportunity for the choir to perform for an audience when we are down there (refer to page 2.)

CHAPERONES

We are planning on having 4 chaperones for sure. All others joining us would just be guests.

What's the benefit of chaperoning? You pay half of what the students do (from a double occupancy.)

IMPORTANT INFORMATION/DATES

- PRICE (based off 25 students)
 - QUAD \$997.00
 - TRIPLE \$1026.00
 - DOUBLE \$1084.00
 - SINGLE \$1259.00
- WHEN/HOW MUCH DO WE PAY?
 - There are 4 payments that need to be done
 - 9/20/16 - \$100 is due for all attending
 - 11/15/16 - \$299 is due for all students/guests (\$147 for the chaperones)
 - 1/03/2017 - \$299 is due for all students/ guests (\$147 for the chaperones)
 - 2/13/2017 – Final \$299 is due for all students/ guests (\$148 for chaperones)
 - These need to be done no later than the dates listed above to secure the trip.
- FUNDRAISING
 - Fundraising can help with the costs due of the students.
 - We will have **at least** two fundraisers before the trip.
 - Partytime Fundraising (Cookie dough/ Puffin treats/ etc.) at the Beginning of the year.
 - Poinsetta Sale starting in late November.
 - Email me if you are curious as to what your student has currently.

If you have any other questions please email me at cvanderpas@lomira.k12.wi.us or you can call me on my cell at 920-636-8776

Lomira High School Choir



<u>Tour Destination</u>	<u>Tour Begin</u>	<u>Tour End</u>	<u>Days</u>
New York City	Sat, Apr 8, 2017	Wed, Apr 12, 2017	5

This itinerary is planned according to normal road conditions. All times are approximate. Happy traveling!

Saturday, April 8, 2017

- 12:15PM - Motorcoach arrives at school
Loading at 12:30PM - Departing at 1:00PM
- 6:00PM - Dinner (own expense) en route
Travel throughout the night stopping for rest breaks en route
TIME CHANGE: Set your clocks ahead 1 hour

Sunday, April 9, 2017

- 5:45AM - 6:30AM Rest Stop
Time to freshen up
Pick up bag breakfast or grab a bite by the Today Show (own expense)
- 8:00AM - 9:30AM The Today Show
Attend the taping of The Today Show (outside studio) at Rockefeller Center (upon availability)
- 9:30AM - 12:00PM Rockefeller Center
Explore Rockefeller Center Plaza, see the famous skating rink and Prometheus Statue. Check out the NBC Experience store for souvenirs of your favorite NBC shows and take a self-guided tour of the beautiful St. Patrick's Cathedral
Lunch (own expense) at Rockefeller Center
- 12:15PM - 2:00PM Radio City Music Hall
Take a "Stage Door Tour" where music has been making its debut for years
Tour Times: TBD
- 2:30PM - 4:30PM Metropolitan Museum of Art
Explore the Metropolitan Museum Of Art one of the world's largest and greatest museums, featuring the finest collection of ancient Egyptian art
- 5:00PM - 6:30PM Hard Rock Cafe
Dinner (included) and souvenir stop in Times Square
- 6:30PM - 8:00PM Times Square
Time to shop and explore this electric neighborhood of New York City
- 8:45PM - 9:30PM Springhill Suites - Newark
Approximate arrival and check in at the Springhill Suites - Newark (973) 624-5300

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September 8, 2016

Monday, April 10, 2017

- 7:30AM - 8:30AM Breakfast (included) at the hotel
- 9:45AM - 11:15AM Performance
10:00AM Choir performance for Actors Home residents (upon availability)
- 12:00PM - 1:30PM Grand Central Station
Lunch (own expense) and time to explore the beautifully renovated station
- 1:30PM - 5:30PM City Tour
Take an informative City Tour with a step-on guide. See such sights as the Financial District and Madison Square Garden
- 5:30PM - 7:00PM Dallas BBQ
Dinner (included) at New York's most popular BBQ Restaurant
- 7:30PM - 11:00PM Broadway Show
Arrive at Lunt-Fontanne Theatre for 8:00PM production of "Charlie and the Chocolate Factory" (upon availability)
Return to the hotel

Tuesday, April 11, 2017

- 6:45AM - 7:45AM Breakfast (included) at the hotel
- 7:45AM - Checking out of the hotel
Be sure to take all your belongings
Loading at 7:45AM - Departing at 8:15AM
- 9:00AM - 12:00PM Statue of Liberty / Ellis Island
Board the Ferry to visit Liberty Island. See the Statue of Liberty, explore Ellis Island, where millions took their first step toward becoming Americans. Return to Battery Park
Lunch (own expense)
- 12:30PM - 1:30PM St. Paul's Chapel
Arrive and participate at Prayer of Peace
1:00PM Choir performance at St. Paul's Chapel (upon acceptance)
- 2:00PM - 2:45PM 9/11 Memorial Plaza
Visit the memorial plaza with reflecting pools honoring all those affected by the terror attacks of September 11 (museum not included)
- 3:00PM - 6:00PM Chinatown & Little Italy
Explore Chinatown & Little Italy with Dinner (own expense)
- 6:45PM - 8:45PM Empire State Building
Enjoy the spectacular view of New York City
- 9:00PM - Depart for home
Travel throughout the night stopping for rest breaks en route

Wednesday, April 12, 2017

- 7:00AM - 8:00AM Breakfast (own expense) en route
TIME CHANGE: Set your clocks back 1 hour
- 12:30PM - 1:30PM Approximate arrival at school

CHAPERONE DUTIES



- A. Know the daily itinerary. Make sure the students have what they need for that day (e.g., sun block, towel, food money, performance attire, etc.)
- B. Make sure all students are accounted for before departing any location.
- C. Keep the students on time.
- D. Know the student guidelines and enforce them.
- E. Report any illness or problem immediately to the Director/Educator.
- F. Chaperones are responsible for students who stay behind in their hotel rooms or who do not participate in a scheduled activity. A chaperone must accompany his/her designated student in these cases.
- G. Since we are guests at the hotel, we need to make sure that we do not disturb other hotel guests. Chaperones should encourage students to:
 - use the hallway for travel, not congregating.
 - keep conversation volume in rooms and hallways at an appropriate level.
 - meet in public areas of the hotel when congregating as a group of guys and gals, not in the rooms.
 - keep their rooms reasonably neat and quietly close doors.
 - be in their rooms during designated curfew time.
 - treat hotel staff and other guests with respect.
- H. At the hotel chaperones should:
 - quiet any excessive noise at all times.
 - check and investigate all suspicious activities: inspect rooms, closets, drawers, suitcases or anything else that the situation warrants.
 - check assigned rooms at curfew time and at any other time deemed necessary.
 - make sure everyone is up in the morning.
 - ensure that adequate chaperone supervision is present in the pool area whenever students are there.
 - maintain order in the hotel meal area when dining.
 - check rooms for forgotten items before checking out of the hotel.
- I. Contact the Sunshine Travel Trip Manager for any itinerary questions.
- J. Be flexible. Circumstances may cause the itinerary to be changed or altered. If such circumstances arise, the Director/Educator and Sunshine Travel Trip Manager will make the appropriate decision and inform the chaperones.
- K. Perform any other tasks as designated by the Director/Educator (e.g., keeping track of students' medical information, etc.).

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LUGGAGE GUIDELINES

Sunshine's Trip Tip: Those who travel *light*, travel *right*. Try not to pack too much by planning each day's wardrobe. And don't be afraid to wear some things twice. Packing early will help you weed out the nonessentials.

1. Luggage permitted:

- One carry-on

The Transportation Security Administration (www.tsa.gov) has specific regulations and tips regarding carry-ons for air travel. Pack liquids and gels in your checked luggage. You are only permitted to carry on 1 quart-size, clear plastic, zip-top bag holding 3 ounce or smaller containers of liquids or gels. Only one quart-size bag per traveler.

- One suitcase

Pack valuables such as jewelry, cash and electronics, as well as fragile items, in your carry-on

- Instrument (when possible pack your instrument inside your luggage)
- Check with your airline carrier or Amtrak for weight limits

2. Be sure to pack all overnight items like toiletries and medications in your carry-on bag when traveling through the night on the motorcoach/train/plane.

3. Label your items (suitcase, carry-on, garment bag, camera, instrument, etc.) with your school/group name and your name, phone number and address. Use large letters and mark your belongings clearly so that they can be easily identified.

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PACKING CHECKLIST



- Performance attire and accessories
- Instrument(s), music folder(s), stand, etc.
- Medications/prescriptions
- Student ID and/or Driver's License
- Health insurance cards or a photocopy of them
- Money for meals, souvenirs, etc.
- Watch and alarm clock
- Outerwear and umbrella and/or rain poncho
- Camera
- Pillow and blanket for motorcoach or train (label it with your name)
- Snacks and water bottle
- Comfortable clothes, undergarments, socks, shoes, and sleepwear for traveling
- Dress clothes for dinner theaters, Broadway shows, etc.
- Additional items: Adhesive bandages, homework, etc.
- Sense of humor

For overnighting on the motorcoach/train/plane:

- Pack toiletries, sleepwear, clothing for the next day, medications, and any other necessities in a carry-on bag. You will not have access to your luggage during travel.

For warm weather tours:

- Beach towel
- Sunscreen
- Swimsuit
- Insect repellent

For travel outside of the United States of America:

- Electricity converters and adapters
- Passport
- 2 photocopies of Passport (one left at home and one in your suitcase)

For more information about travel outside the USA:

<http://travel.state.gov/content/passports/english/passports.html>

Sunshine's Trip Tip: Try checking with your roommate(s) to see if you can share items like a hair dryer, shampoo, hairspray, etc.

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SAFETY RULES

- A. No alcohol, drugs, smoking or gambling at any time.
- B. No one may leave the hotel or the group at any time alone unless given permission by a chaperone. Stay in groups of at least four people.
- C. Caution is advised in dealing with strangers. Do not tell anyone your hotel or room number!
- D. Do not steal "souvenirs" from restaurants, hotels, gas stations, etc. You could be arrested.
- E. You will be responsible for the consequences of any federal, state, and/or local law or ordinance which you violate.
- F. Room check will be announced each day. Each student is to be in his/her assigned room at the designated time. No one may leave his/her room after this time.
- G. The director/educator or a chaperone will have all medical information with him/her on the trip. However, it is a good idea for you to carry your medical insurance card or a photocopy of it, along with emergency contact information.
- H. You may not participate in any unsupervised activities which might endanger your safety or the safety of another individual.
- I. You may not be the driver of any vehicle; nor may you be a passenger in any vehicle other than the transportation secured by Sunshine Travel Company or the director/educator of this trip.
- J. This tour is an extension of our classes. Therefore all school policies, rules and regulations are in effect throughout the entire trip.

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CONDUCT ON THE TRIP

This is a tour for everyone, but it will only be successful if each person exercises common sense regarding courtesy and behavior.

When roll is called and/or instructions are provided to the group, please give your immediate, quiet attention to the speaker. This will greatly reduce the time spent on "business details" and give you more time for fun.

BE A MUSICIAN - Perform as well as you can at all times.
You are representing yourself, your school and your program. **TAKE PRIDE!**

BE FLEXIBLE - Allow for last minute, unforeseen changes in the tour itinerary as the situation demands. The tour has been planned with the needs of the group first. With the right attitude, you can make the best of any situation that should arise.

BE RESPECTFUL - Watch your language and noise level. Be courteous of people around you and outside your group. This includes disposing of all trash properly and respecting your director/educator(s) and chaperone(s).

Following these guidelines will make the trip more enjoyable for everyone.

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CONDUCT ON THE MOTORCOACH

- A. The school is responsible for loading the bus. It will be each person's responsibility to get belongings to the bus and load them.
- B. Be five minutes early for any departure; don't keep the whole group waiting.
- C. You must ride on the same motorcoach at all times, unless given special permission by the director/educator. Attendance will be taken on each motorcoach before every departure.
- D. Upon arrival at all stops, stay seated on the motorcoach until a Sunshine Travel Trip Manager gives instructions and/or distributes tickets. This will save time and eliminate confusion.
- E. Keep noise and movement to a minimum. Stay in your seat. Do not sit in the aisle or on the arms or backs of seats. Remember, not everyone wants to hear what you are saying.
- F. Any damage to the motorcoach will be charged to the school (e.g., broken arm rests, chewing gum cleaning, etc.).
- G. Electronic devices may only be used with earphones.
- H. When riding on the motorcoach during the night, there will be a designated quiet time.
- I. Keep the floor, aisle and restroom of the motorcoach clean. Place all litter in the receptacles provided on each motorcoach.
- J. Use of the motorcoach phone will be charged back to the school.

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CONDUCT IN THE HOTEL

- A. Upon arriving, check for any damage or malfunctioning equipment in your room and report these problems to the Sunshine Travel Trip Manager.
- B. Any misuse or damage of hotel property will be paid for by the occupants of the room.
- C. Only members of our traveling group may be in your room at any time. Never open your hotel room door to anyone unless you can identify him/her from your group.
- D. Never leave your hotel room door unlocked or ajar.
- E. All students must remain in their assigned room after curfew.
- F. Hotel room phones are disconnected for long distance calls, and pay-per-view TV channels/movies are unavailable during your stay.
- G. Be courteous guests of the hotel and respect other guests at all times.
 - 1. Quietly close doors.
 - 2. Keep noise level to a minimum in the lobby and other public areas of the hotel when leaving and returning for the day.
 - 3. If breakfast is included at the hotel, be respectful of other hotel guests sharing the area.
- H. No horseplay or running in the pool area.
- I. Everyone is expected to set a wake-up alarm and manage their time in order to load the motorcoach according to schedule.
- J. Do not leave valuables in your room while you are gone, such as money, I.D., passport, etc. In the event that a safe deposit box is needed, one may be available at the hotel's front desk. Each student who wishes to use this service should bring a clearly marked envelope to put in the safe deposit box. Charges for the service vary with each hotel.
- K. Develop the habit of leaving your room key in one location when you are in your room. The night stand is a good place.

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Due September 13th



EACH STUDENT MUST COMPLETE THIS FORM AND RETURN IT TO THE DIRECTOR / EDUCATOR IN ORDER TO PARTICIPATE IN THE TOUR.

PERMISSION TO TRAVEL

1. I, the undersigned Parent/Guardian of _____ (“Student”), give Student my permission to travel with _____ (“School”) to _____ (the “Tour Destination”) and participate in the associated activities (Student’s travel to Tour Destination and participation in the associated activities collectively are referred to as the “Trip”).
2. In consideration of Student’s opportunity to participate in the Trip, I assume all risks and hazards in connection with the Trip and release, absolve, indemnify and agree to hold harmless School, Sunshine Travel Company (Burnsville, MN) (“Sunshine”), Sunshine’s agents, employees and officers, and the chaperones, leaders, organizers and sponsors of the Trip from and against any and all liability, including liability arising out of the negligence of the foregoing parties, in connection with the Trip other than the liability of an acting party for its own intentional acts or misconduct.
3. I acknowledge that I have read, understand and agree to the “Travel Policies” specified below, the terms of which are incorporated herein by reference.
 - a. In the event Student becomes involved in any activity during Trip which would involve some type of punitive action, the teacher/educator shall have the discretion of sending the student home at Parent’s/Guardian’s expense. The teacher/educator shall contact Parent/Guardian before taking such action.
 - b. Sunshine acts only as an agent for tour participants in arranging room accommodations, transportation, sightseeing, meals, performances, festivals and clinics.
 - c. Sunshine reserves the right to change an itinerary as circumstances dictate and is not responsible to any person or institution for loss of time and money resulting from occurrences beyond reasonable control such as, but not limited to, airline delays or transportation breakdowns.
 - d. Optional traveler insurance is available at an additional cost per tour participant for coverage of baggage loss, accident and sickness medical expenses, and trip cancellation and interruption. Please call Sunshine for more information on this insurance.

(Signature of Parent/Guardian)

(Date)

(Printed Name of Parent/Guardian)

(Home Telephone Number of Parent/Guardian)

(Work Telephone Number of Parent/Guardian)

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