

**AGENDA FOR  
ALL PARTICIPANTS MEETING  
GERMANY & THE CZECH REPUBLIC – MAY 9, 2022**  
Distribute Packets; Students Grab Sandwiches

**PARTICIPANTS:** Sit with chaperone groups by families as indicated on slide.

**1. WELCOME**

**2. SONJA**

A. INTRODUCE CHAPERONES (p. 11 in Triplopedia)

B. STUDENT RESPONSIBILITIES (p. 17 of Triplopedia) – Signed when you signed on for the tour

C. WORK CREWS (p, 12 in Triplopedia)

- CHAIR & STAND COMMITTEES: Wed. June 15, arrive 8:30 am, North Campus, to set up orchestra.
- MUSIC STANDS: We will need one stand from each desk, if you sit on a single stand (alone) we will need one from you. In addition, we will need a few extras. On Thursday, June 16, please turn in 3-section silver or black wire MUSIC STAND in a CASE, with NAME ON ALL PARTS.
- CONCERT MUSIC: (master copies for performances). After the final rehearsal on 6/17, each stand turn in the Black Folder on your stand filled with the music you will be using for performances. The folder not being used, is to be packed in your luggage to use as backup and for practice.  
Ex. Viola stand 1, Mike Wu's music is being used for rehearsals and performances and will be loaded into the black concert folders. Emily's folder will go into her luggage.
- LIBRARIAN COMMITTEE: **Following the Rehearsal on 6/17**, the Librarian Committee will collect and load the black concert folders into the Music Case for travel.

**3. MUSIC NOTES**

A. ORCHESTRA REHEARSAL SCHEDULE: Monday Rehearsals 5:45-7:00 until week of June 6th when we start MWF Morning rehearsals (9-12). No rehearsal Memorial Day.

B. BON VOYAGE CONCERT (**Wed Jun 15 or Thurs Jun 16**, 7:00, Walder Hall)

C. PRACTICE ON TOUR? We encourage everyone, when our schedule allows, to spend some time practicing. Especially before our first concert. 10-15 minutes, just to get on your instrument. We will let you know what the schedule looks like. As we get closer, there will be some PRACTICE EXCERPTS handed out to use in practice.

D. NEW SET OF STRINGS: (Violins & Violas): if you have not replaced your strings since Dec 1, please do so, and take old ones for spares. If you already replaced strings, purchase a set to take. (Cellos & Basses): Take extra strings as you are using rental instruments.

E. REHAIR BOW: If you have not rehaired your bow since Dec 1, rehair before summer rehearsals start.

F. CELLOS AND BASSES, TURN IN ROCK STOP with name on it by Fri., June 17. After 6/17 Rehearsal. TURN IN YOUR BOW: Jean Littlejohn will carry the cello bow case; Allison Burchett will carry bass bows. When we get to our first hotel and you pick up your instruments, you will get your bows to carry with you for the rest of the tour until we depart.

G. ORCHESTRA DRESS UNIFORM: Dress and closed-toe black shoes. PANTS UNIFORM: pants, vest, shirt with black-edged collar, black socks, and black shoes.

**4. TRAVEL NOTES**

A. CURRENT COVID INFO FOR AIR TRAVEL USA TO GERMANY

- Proof of full vaccination (original CDC vaccination card), final dose at least 14 days before arrival
- Booster required if the last shot was more than 9 months from travel date
- We will carry a copy of card. You must carry the original card (Subject to Change)

B. UPDATED ITINERARY (On website)

C. TRIPLOPEDIA – BRING WITH YOU ON TOUR

#### D. DEPARTURE

Arrive at North Campus at 7:00 am/Chaperones at 6:50. Students, check in with assigned Chaperones. Adults, check in with your Captain. Building will be open at 6:30. Depart at 7:30. Pickup at I-80 Rest Stop at Mile Marker 300 at 8:15 (Arrive 15 minutes early)

#### E. FLIGHT SCHEDULE & HOTELS (p 13 & 22 in Triplopedia)

F. FREQUENT FLYER Registration: Miles & More (Lufthansa is a partner of United). Arrange on your own

G. ROSIN: Try not to handle rosin or bow hair close to flights. Wash hands carefully to help prevent extra TSA screening.

H. PASSPORTS: We will carry a copy; you may want to carry a copy with you, too

I. VACCINATION CARD: We will carry a copy; you must carry the original (Subject to Change)

J. TO COME: Luggage tags, MCI shoulder bags, note cards for thank-yous to Board

### 5. PACKING LIST – WEAR:

A. A WATCH or other device to tell time (Required)

B. TOUR T-SHIRT (required for flights and other designated times). Wear as OUTSIDE GARMENT

C. COMFORTABLE SHOES (for a lot of walking)



D. UNDER-SHIRT WALLET/MONEY BELT: Students must carry money, passport, ATM card, Hotel Card, Vaccination Card in NECK WALLET under clothes OR in money belt under clothes. You will need to order a neck wallet or money belt online or possibly buy at Scheels. Website: [https://www.amazon.com/dp/B0082C62BO/ref=cm\\_sw\\_r\\_em\\_api\\_i\\_ES1S353C0NXHXSQVZ8NG](https://www.amazon.com/dp/B0082C62BO/ref=cm_sw_r_em_api_i_ES1S353C0NXHXSQVZ8NG)

E. MONEY: CARD: Take an ATM/Credit card with a chip - the best card is an ATM card (Cirrus or Plus) that acts as a credit card – Notify card company of where you are traveling before leaving, Do NOT take gift credit cards. CASH: 50 Euros and \$25 US cash for airports plus 20 \$1 for drinks on bus. Beverages at breakfast and water at lunch and dinner are supplied. Keep receipts from ATMs and shopping

(REQUIRED)

F. Mask???



### 6. PACKING LIST – CARRY-ON

A. VIOLINS & VIOLAS: Your instrument is your carry-on – clean out case; don't lock case. You are allowed 1 small personal item, either a SMALL backpack or the shoulder bag MCI will supply (9.5 x 11.5 x 4"). If you take a larger backpack, it must squish/fold to the above dimensions.

B. CELLOS & BASES are also restricted to the small personal item.

C. ADULTS are also asked to restrict their carry-on to a small-sized item that will fit under the seat, but the airlines allows a 21.5 x 15.5 x 9" carry-on and a small personal item as above.

D. 3-1-1 RULE for liquids, gels, and ointments in carry-on. Medicines are allowed in a separate bag.

E. REQUIRED IN CARRY-ON: Face Masks, Writing Supplies, Itinerary, Triplopedia



### 7. PACKING LIST – CHECKED LUGGAGE

A. LUGGAGE size (p. 3 of Triplopedia): 62" for suitcase & weight limit 50 lbs; TSA lock or belt. Tie on Colored Yarn (to be supplied) and attach MCI nametag with name exactly as on passport. Use only TSA lock.

B. ELECTRICITY (p 7 in Triplopedia): Dual voltage preferred. Special plug adaptors required. Converters needed for non-dual voltage. If taking appliances that are dual voltage but require you to turn a screw, do so before leaving the US.

C. 1-2 BOOKS for Ukrainian Refugees



### 8. HOW TO GET THROUGH THE LINE FASTER; LUGGAGE ALLOWANCE; FLYING WITH LIQUIDS

### 9. GENERAL TRIP GUIDELINES

2) INSURE INSTRUMENT

- 8) CALLING HOME: Cell phones – check with your provider for international plan. Turn on WiFi Calling if your phone has it. Check out Whatsapp. Group Whatsapp Chat

#### **10. BUS AND PLANE GUIDELINES**

- 6) CHECK IN WITH CHAPERONE at each departure. Show required items in your Neck Wallet/Money Belt
- 11) TIPS for Drivers, Tour Manager (everything except Lunch on your own) are included in the tour package
- 12) SAVE RECEIPTS for any large purchases to apply for VAT tax and/or to calculate the value of items you are taking home (\$800 limit/person)

#### **11. HOTEL GUIDELINES**

#### **12. HEALTH AND SAFETY GUIDELINES**

- 1) ALWAYS GO IN GROUPS OF AT LEAST 3
- 5) MEDS: Head Chaperones will carry Over-the-Counter meds listed on the student Medical Form
- 6) HEALTH INSURANCE: Be sure your health insurance covers out of the US. If you purchased the MCI insurance, you have medical insurance.
- 8) WEATHER: Highs are expected to be between 70° and 80°, with average being 73°. Lows are in the mid-50s. Plan to dress in layers

#### **13. DUE DATES**

- A. T-SHIRT ORDER (REQUIRED): designed by Anna Song– May 16
- B. CURRENCY ORDER (REQUIRED) – May 16  
€50 (to be exchanged from dollars and returned to travelers before departure) is due Monday, May 16.  
Money can be turned in tonight. For those who want more, You can order extra amounts of €25 and €50
- C. MEDICAL FORM – Notarized for Minors– June 3
- D. PERMISSION TO TRAVEL & WAIVER OF LIABILITY – Notarized for Minors– June 3

*YOU WILL NOT BE ALLOWED TO GO ON THE TOUR IF ABOVE DOCUMENTS ARE NOT IN OUR HANDS*

#### **14. NOTORIZE FORMS (Thanks, Jeff Edberg!)**

GERMANY/CZECH REPUBLIC TOUR FAMILIES

2a

April 6, 2022

(Roommates are designated by Brackets)

**FAMILY 1 (31)**

**Doug Zeithamel (Captain)**

↳ Leo Burchett  
↳ Lucas Ralston

Sonja Zeithamel

↳ Lucy Charis- Carlson  
↳ Cassie Garner  
↳ Jocie Bozarth

Brad Zeithamel

↳ Seth Zeithamel  
↳ Emilio Estudillo  
  
↳ Adam Zeithamel  
↳ *Liam Edberg* to Dean in Leipzig  
↳ Mike [Haoran] Wu

Melissa Garrett (Assist Brad & Sonja)

Lisa Guttenberg

↳ Yuning Shao  
↳ Cindy Wang

Dean Keck

↳ Jacob Newton  
↳ Richard Yang } Leipzig  
↳ Ben Faden  
↳ *Liam Edberg* } Leipzig

Jeff Charis-Carlson

L'Engle Charis-Carlson

Miera Kim

↳ Adrian Bostian  
↳ Oliver Bostian

↳ Oriana Ross

Pam Weest-Carrasco

↳ Rachel Aird  
↳ Sarah Redhage

Carey Bostian

**FAMILY 2 (32)**

**Jean Littlejohn (Captain)**

**(Sharon Sonnleitner-Return (Captain))**

↳ Tai Caputo  
↳ Esther Puderbaugh

Alison Burchett Pierpont

↳ Tina Hong }  
↳ Anna Song } Leipzig  
↳ Anjali Lodh }  
↳ *Emily Shian* } Leipzig

Elisa Voigt

Annabelle Ovel  
↳ Julia Correia  
↳ Keiko Radley

Anil Marian

Abhay Anil

Christie Cherian

Amy Anil

Serena (Yixin) Wang

Sophia Jin  
Hanah [Yuki] Kitamoto  
↳ *Emily Shian* to Alison in Leipzig  
↳ Helen Zhang

Sato Fujikawa (Ashida)

Yuzuka Fujikawa

Lori Mascardo

↳ Caroline Mascardo  
↳ Claire Sauder

Thomas Leavenworth

Lyse Strnad

↳ Aubrey Leavenworth  
↳ Beau Leavenworth

Linda Judiesch

Bill Sonnleitner

**NOTES: Remain in Europe:**

Adrian Bostian  
Carey Bostian  
Oliver Bostian

Miera Kim  
Josephine Bozarth  
Tai Caputo (Dad pick up)  
Emilio Estudillo

Jean Littlejohn  
Claire Sauder  
Keiko Radley

**Pick Up/Drop Off at Mile 300 Rest Area:** Cassie Garner

**Leave at O'Hare:** Adam & Seth Zeithamel – w/Marcia

## WORK CREWS

Tour Directors: Sharon Sonnleitner and Sonja Zeithamel

Room Assignments: Sonja Zeithamel and Sharon Sonnleitner

PSSO Conductor: Carey Bostian

Concert and Stage Managers: Sonja Zeithamel and Lisa Guttenberg

Equipment Manager: Doug Zeithamel

Head Chaperones: Doug Zeithamel & Sonja Zeithamel/Lisa Guttenberg

### 1) Backstage Parents

1. Manage and assist students backstage.

In Charge: Jeff Charis-Carlson, Pam Weest-Carrasco, Melissa Garrett, Sharon Sonnleitner

All seniors are expected to serve as role models backstage

### 2) Chair Set-up

1. Set up chairs and podium
2. Have repair kit available at all times

In Charge: Sonja Zeithamel, Lisa Guttenberg, Miera Kim

Students: Helen Zhang, Hanah Kitamoto

### 3) Music Stands

1. Unpack, assemble, distribute according to seating chart; hang case on stand
2. Pass out clips for outdoor concerts
3. Set up banner at all performances
4. Collect and repack items

In Charge: Lisa Guttenberg, Lyse Strnad

Students: L'Engle Charis-Carlson, Rachel Aird, Sarah Redhage



### 4) Music Librarian

1. Pass out folders on proper stands; collect from chairs after use
2. Keep accurate inventory of all folders. Check off each numbered folder and place in order after each use
3. Pack in music boxes

In Charge: Linda Judiesch, Sato Fujikawa

Students: Pass out & Collect - (1<sup>st</sup>) Tai Caputo; (2<sup>nd</sup>) Julia Correia; (Va) Keiko Radley; (Co/Bass) Lucy Charis- Carlson

### 5) Inventory and Numerical Order of Equipment

1. Prior to loading, all equipment placed in numerical order next to bus.
2. Each item checked off master list as loaded.
3. Any missing items located and accounted for

In Charge: Lori Mascardo, Alison Burchett-cello/bass bow cases \*\*bow cases to be assigned to students

Students: Claire Sauder (celli), Leo Burchett (bass & 4 suitcases, 1 music cases)

### 6) Carry Concert Equipment to/from Concert/Rehearsal Sites

In Charge: Brad Zeithamel, Dean Keck, Anil Marian

Students: Ben Faden, Aubrey Leavenworth, Mike Wu

Assisting: Loading Crew

### 7) Loading and Unloading Equipment, Instruments and Luggage in Buses, Assist Carry Crew

In Charge: Doug Zeithamel, Thomas Leavenworth, Bill Sonnleitner

Assisting: Beau Leavenworth, Richard Yang, Lucas Ralston

### (8) Bus Detail

Daily, at the end of the last bus transfer, check your bus for litter and items left behind.

In Charge: Christie Cherian

(Even Days) Tina Hong, Anna Song; (Odd Days) Yuzuka Fujikawa, Sophia Jin

**Any students not assigned can be asked to help if necessary.**

**All students will be asked to fold stands and repack them in stand cases, and to deliver them to Music-Stands Committee following rehearsals or performances. Leave folders on chairs.**

**PREUCIL SCHOOL STRING ORCHESTRA-CONCERT TOUR 2022  
STUDENT RESPONSIBILITIES**

#3a

Since participation in this tour is a privilege, participants will be expected to conduct themselves in a mature, considerate manner, reflecting highly on themselves, Preucil School, their community and their country. Success of the tour for all requires that each person abide by a set of common behavior guidelines for the benefit and safety of all. ***Be aware of the burden of the responsibility the administration and each chaperone bears and of the dedication shown in providing you this experience. Remember that chaperones pay full price for the tour. Read these guidelines with your parents, sign below and return to Preucil School.***

1. I will abide by the decisions of the tour administration, chaperones and Music Celebrations International staff. I accept their word as final.
2. I understand **no obscene language** will be tolerated.
3. I will not participate in the handling or use of **tobacco, alcohol, and/or illegal drugs** on any portion of this tour.
4. I will wear modest casual clothing without holes or suggestive writing or pictures (pertaining to sex, alcohol, tobacco, etc.) and without Political or Social writing or insignia. I understand tank tops without a cover, bare midriffs and short shorts are not appropriate. [*Please wear long tops over leggings.*]
5. I will travel with the spirit of a world citizen, open to new experiences, cultures and people.

**GENERAL DISCIPLINE PROCEDURES ARE AS FOLLOWS, DEPENDING ON THE OFFENSE:**

1. **Student will meet with tour administration and head chaperone** to discuss the offense.
2. **Staff will make a collect call to home** with student present before pursuing any of the following (#3):
3. **If deemed necessary, Student will be removed from the tour;** i.e., confined to a designated chaperone and/or removed from the orchestra, either for a designated time or the duration of the tour.

In case of serious infractions, Sonja and the head chaperones have the right to determine which step of the discipline procedure applies. Serious infractions are those that compromise the integrity or safety of an individual or the group.

I understand, respect and accept fully the behavior guidelines listed above and promise to abide by them all, for my benefit as well as that of all participants-students and adults.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

By our  
respective

*Reminder of Agreement Only –  
Already Submitted*

\_\_\_\_\_  
I understand,  
abide by

# CLOTHES AND PERSONAL ITEMS TO BRING

#4

## Wear

### Face Mask ???

Watch or other Device to tell time (Required)

Preucil T-shirt (Required for flight and other designated times - Wear as OUTSIDE GARMENT)

Comfortable shoes (for a lot of walking). You will be required to remove your shoes at airport security, so you may want to wear flip-flops through the airport security.

Under-shirt neck wallet OR money belt (REQUIRED) with:

Passport

Money/Credit Card

Hotel Card (will be given out at North Campus Departure

Vaccination Card



## Backpack OR MCI Shoulder Bag as personal item (bold items are required): 9.5"x11.5"x4") LOOSELY PACKED – with:

### Face masks

Small purse, if applicable

Camera (label it with your name & address), Charger and/or extra fresh batteries, memory card(s) for digital, if desired

Small notebook, pen and other writing supplies, (Preucil stationery on way home)

### Itinerary

Copy of passport, separate from your money and passport (or carry in your instrument case)

Prescription medicine in original pharmacy containers – TSA rule (Take a few more than actually needed in case of delay.)

Personal items (including glasses if you wear contacts)

Kleenex

Sunglasses

Cap/Hat, if desired

Cards, travel games, reading material

Cell Phone

### Triplopedia

Umbrella – small collapsible

Change of underwear, socks, and shirt (in case your luggage is delayed)

Sweatshirt (take either sweatshirt or light jacket with you on flight in case it's cold) – Wear if flight bag is too full

If you must carry liquids in your carry-on, you must follow the security requirement: 3 oz bottles in a 1-qt. ziplock bag; 1 bag/person



3-1-1 Liquid, Gel, Ointment Aerosol Rule:  
3.4 oz. containers  
in a 1-qt bag  
1 bag per person

## One suitcase--Maximum size: 62" (height+width+depth); Maximum weight 50 lbs over & BACK. Use only a TSA lock or belt around your suitcase to keep it closed. Suitcase should contain:

Alarm clock with fresh battery (unless you use a Cell Phone with alarm)

Underwear for 8 days

Socks for 8 days, if applicable

Pajamas

Mix and match casual clothes (7 shirts/tops; 4-5 pants/shorts/skirts (at least 1 long pants) – plan to wear more than once)

MCI t-shirt (navy with flags)

Light raincoat, water repellent light jacket, or poncho

Uniform (DRESS—uniform dress and closed-toe black dress shoes. PANTS: uniform pants, shirt, vest, black socks, and black shoes.)

Lightweight Bag to carry uniform in – can be a large, strong garbage bag – to protect when transporting to concerts.

1 “Nicer” outfit (better casual – nice top with sleeves (with no writing or pictures) and nice slacks, capris, or skirt (no minis) or dress). NO shorts or sleeveless tops at concerts, rehearsals, or school visits – advised by MCI.

Plastic bag for dirty clothes

Cosmetics (Limit how many you take), put liquids in a sealed zip-lock bag to prevent leakage:

- Sun screen
- Deodorant
- Small (motel type) bar of soap
- Toothbrush, toothpaste
- Shampoo, conditioner
- Comb or brush
- 2-3 ounces of liquid detergent in marked container (for hand laundry), if desired

### Feminine hygiene products

Razor, if needed

Curling iron (dual voltage, if possible – change screw to 240, if necessary, before leaving US)

Hair dryer (dual voltage, if possible – change screw to 240, if necessary) (Hotels have, so limit to 1/roommate group maximum)

Voltage converter (If you take US appliances that are not dual voltage, a converter must be used)

Adapter (if you take any electrical appliances your plugs require the adapter)

3-8 Thin Washcloths, if desired (Most hotels do not supply washcloths)

Clothesline & pins, if you plan to do laundry

Swim suit, optional

If bringing extra lithium batteries, they must be in your carry-on, with the terminals protected.

1-2 Books for Ukrainian refugees.



Converter Adapter

## Violin, Viola, Cello Bow or Bass Bow with:

Extra set of strings

Music: One set from each stand is to be turned in at orchestra; the other is to be packed for practice during trip

Music Stand (if designated) with name on all parts IN A CASE with name – Turned in at rehearsal June 16, to be packed as equipment

# How to Get Through the Line Faster

#5a

## What to Know Before You Go

### Pack Smart

When possible, do not pack oversized electronics (laptops, full-size video game consoles, DVD players) in checked baggage.

However, please be advised that these items must be removed from carry-on bags and submitted separately for X-ray screening. Small electronics, such as iPods, can remain in carry-on baggage.



**Prepare a 1 quart-sized, clear, plastic, zip-top bag of liquids, gels, ointments, aerosols before arriving** at the airport. For more information on liquid rules: 3-1-1 for carry-ons, **Limit:** 3 oz. containers all in 1 bag; 1 bag per person. **Pack all coats and jackets in checked baggage** when possible. All coats and jackets must go through the X-ray machine.

**When in doubt, leave it out.** Unsure if an item is prohibited or not? Travelers should place such items in their checked baggage or leave the item at home.

### Dress the Part

Transportation Security Officers (TSOs) have to resolve any anomaly detected at the checkpoint. If travelers alarm when passing through a metal detector or advanced imaging technology unit, additional screening will be required.

**Advanced Imaging Technology (AIT):** Before passing through this technology, TSA strongly recommends removing ALL items from pockets, as well as certain accessories, including wallet, belt, bulky jewelry, money, keys, and cell phone. Removing all of these items will reduce the chance of needing additional screening after exiting the machine. The officer viewing the image cannot see the passenger, so any irregularity that appears on the screen will require inspection to determine what it is.

**Body Piercings:** Certain metal body piercings may cause the machines to alarm, which will result in additional screening. If additional screening is required, passengers may be asked to remove their body piercing in private as an alternative to the pat-down search.

**Shoes:** Please remove shoes before entering the screening technology and put them directly on the belt to go through the X-ray machine instead of in a bin with other items. It is safe, easy, and gives officers a better look. Passengers with disabilities, medical conditions or a prosthetic device that prevents them from removing their shoes, should notify a security officer. These passengers will be given additional screening that includes a visual and physical inspection.

### Have the Following Ready

Passengers should present the following documents to a Transportation Security Officer at the checkpoint:

- Boarding pass
- Passport (and Visa, if needed)

### Hassle-Free Security Tips

- **Wear slip-on shoes.** This allows travelers to remove and replace their shoes quickly without the need to sit down.
- **Think before you speak.** Belligerent behavior, inappropriate jokes and threats will not be tolerated. They will result in delays and possibly missing flight departures. Local law enforcement may be called as necessary.

### Photography

TSA does not prohibit the public, passengers or press from photographing, videotaping or filming at security checkpoints, as long as the screening process is not interfered with or slowed down. We do ask you to not film or take pictures of the monitors. While the TSA does not prohibit photographs at screening locations, local laws, state statutes, or local ordinances might.

Taking photographs may also prompt airport police or a TSA official to ask what your purpose is. It is recommended that you contact the **TSA Contact Center** to contact the Customer Support Manager at the airport to determine its specific policy.



## LUGGAGE ALLOWANCE

### 1 Piece Checked Luggage:

62" overall (length+width+height)  
50.5 lbs maximum

### 1 Carryon

Students with instruments/bows—that will be your instrument or bow case  
We ask all others to take no carryon unless necessary—so we can avoid resistance from the airlines to getting our instruments on.

For those who need to take a Carryon:  
21.5"x15.5"x9" maximum dimensions  
17.5 lbs maximum

### 1 Personal Item, such as a purse or laptop case

11.5x15.5x3.9" maximum dimensions (recommend a backpack)

## PROHIBITED ITEMS

### Dangerous goods

In order to ensure your safety on board, the transportation of certain items in baggage or hand luggage is prohibited by law.

For safety reasons the following items are not allowed on board (abbreviated):

- Samsung Galaxy Note 7 smartphones. The smartphone is neither allowed on board nor in the carry-on and checked baggage.
- Briefcases with built-in alarm devices
- Pressurized containers containing self-defense sprays
- Items that ignite easily, such as matches
- Scissors
- Pocket knives

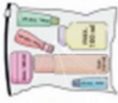
## FLYING WITH LIQUIDS IS EASY

Which liquids can I take on my flight as hand luggage?

### YOU CAN TAKE

Liquids, aerosols and gels in containers of 100ml or less packed in a single, transparent, re-sealable 1-litre plastic bag.

3-1-1 Rule: 3 oz containers in 1-Quart Bag



Medicines and special dietary products

e.g. baby food



Duty free in a sealed security bag  
The items and the receipt must remain sealed inside the security bag provided at the time of purchase.



### YOU CANNOT TAKE

Please note that all other liquids must be placed in your checked (hold) luggage.



### AT THE AIRPORT

Please present your liquids separately from other hand luggage for screening at security.



Exceptionally, security may open bottles or containers for screening.



If in doubt ask your airport, airline or retailer in advance of travelling for further information.

## V.A.T TAX

In Europe, a local value-added tax is included in most retail prices. If you spend more than a certain amount of money in one store, you are entitled to a refund of the V.A.T. which can range from 9% to 20% of the retail price. You can apply for this refund when you leave the country (or European Union).

When you shop at stores displaying a tax-free-shopping-for-tourists sign and you spend more than the required minimum, obtain the Value Added Tax voucher from the sales representative. Your passport will be required.

The V.A.T. refund will take place at your final departure from the European Union or non-EU country. For example, you must apply for the refund at the airport where you board your transatlantic flight. Alternatively, if you make purchases in Switzerland or another non-EU country, your tax free voucher must be stamped by a customs official when leaving that country. In both cases you must be able to present the purchased goods, the receipts and the V.A.T. voucher to the customs official for verification. Cash refunds can often be made immediately at the airport, or you can receive your money via charge card credit or check.

**Please note: you must apply for the V.A.T. card online, prior to your departure.**

# GENERAL TRIP GUIDELINES

#6a

## STUDENT EXPECTATIONS/RECOMMENDATIONS

1. Pack and carry all your own personal articles, including instrument. Mark all luggage with your legal name, musical group, address and phone number. Suitcase: 62” max (1 x w x d); Personal Item (9.5 x 11.5 x 4”)
2. **Make sure all your valuables are covered under your parents' homeowners insurance policy in case of damage, loss or theft! Instruments require special insurance.**
3. Give immediate attention when instructions are being given. Have small notebooks ready to write down times and places.
4. Attend all rehearsals, performances and other planned activities unless excused by the trip administration.
5. Be on time (that means early) for all rehearsals and performances. **WEAR A WATCH or OTHER DEVICE THAT TELLS TIME AT ALL TIMES!**
6. Keep your passport with you in a neck wallet or money belt **UNDER** your clothes at all times! You can't exchange money or get home without it. Keep money, ATM, and credit card there, too. **REQUIRED!!!**



7. We recommend you plan on \$30-50/day for lunches, snacks, beverages (about \$3/can of pop or water; \$12-\$15 for lunch), and souvenirs. Included in that amount will be €50 per person that we will change from dollars before we leave. Music Celebrations International recommends that you take a credit card with a chip. You will want some U.S. cash (~\$25 for airports & 20 \$1s to buy water on the bus). ATM cards with a chip, linked to Cirrus or Plus systems, (that also work as credit cards) are a very convenient way to get money. Credit cards are best to use for large purchases. So, pick whatever combination of the above you feel comfortable with. Leave a copy of your ATM/credit card at home, or take one with you if no one is at home.



**NOT RECOMMENDED:** Travelers Checks and Prepaid Debit Cards (don't usually have a chip, which most vendors require, and have a \$500 limit)

8. Phones: MCI recommends that you purchase a plan from your carrier. If you have T-Mobile, you have some free international services already.

Turn on WiFi Calling, if your phone has it. Be sure it says Wi-Fi Calling in the Phone Window before making a call

Whatsapp enables you to make calls & text to US numbers without charges if both parties have the app.



## BUS AND PLANE GUIDELINES

1. Sit in your assigned seat when you board the plane & before landing. Once we are in the air, depending on airline rules, you may be allowed to change seats with others from our group as long as you do not move frequently or block aisles.

2. During the night on the plane, there will be a designated quiet time. Try to sleep so you will be ready to hit the ground running when we arrive in Berlin at 10:05 a.m.



3. Keep floors and aisles of the bus/plane clean. Place all litter in appropriate receptacles.

4. Keep noise and movement to a minimum. Stay in your seat; do not sit in the aisle or on arms or backs of seats. No gestures or signs in the windows.

5. Be prompt for any departure.



6. Always report to your chaperone before you board the bus. Show your required items in your neck wallet or money belt.



7. Upon arrival at destinations, remain on the bus until directions are given by directors, tour escorts, or head chaperones.

8. Tour escorts may be pointing out interesting sites along the way. Take this unique opportunity to experience a wonderful different country

9. When loading the bus, especially in the rain, take your seat immediately and hold carry-on bags in your lap until everyone is on. THEN get up and put bags on luggage racks. That way no one is standing outside getting soaked.



10. We are responsible for loading our buses. It is each person's responsibility to get their belongings to the bus. On the trip, each individual will be responsible for jobs that are age-appropriate.



11. Tips for the bus drivers, tour escorts, city guides, hotels, and group meals are included in the cost of your package, so it is not necessary to tip additionally.



12. Take an envelope to keep receipts and a list of all the items you purchase to take home. For customs, you will need to declare the value of the items you are taking home, and may need the receipts, so keep them in your carry-on. You are allowed \$800 in goods per person duty-free. Family members are allowed to combine their allowances. Items under \$200 can be mailed home duty-free as long as no more than \$200 worth arrives in one day. Gifts under \$100/person can be mailed to others duty-free as long as no more than \$100 worth arrives in one day.



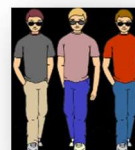
## HOTEL GUIDELINES

1. Check your room the first time you enter for any damage or malfunctioning equipment and report problems to your chaperone and the front desk. If you do not report it, they may think you did it and charge you for it.x
2. If you accidentally break something, be up front about it. Tell your chaperone so they can help you deal with the situation.
3. Hang up concert clothes when you get to each hotel and after each concert.
4. If needed, you can wash your essential clothing in the sink. From experience we suggest washing items early in the day before you leave the hotel to give them time to dry by the next day. As long as you practice good hygiene, including changing underwear daily, you should not have to do much, if any, laundry.
5. Always put key/card in the same place when you are in your room. The nightstand or desk is a good place. If you have a physical key, **LEAVE THE KEY IN THE LOBBY** when you leave the hotel so whoever is first to return to the room can get in. If the “key” is a key-card, AND each roommate has one, you may take it with you.
6. Do not leave money or other valuables in the hotel room while you are out.
7. Do not take ANY items from hotels or restaurants as souvenirs; this is considered stealing. Robes and slippers in the rooms are for use there only, not for taking.
8. Only members of our traveling group may be in your room at any time. You can be in another Preucil room, but you **MUST** tell your chaperone where you are so we can find you if necessary, and you must return to your own room at curfew.
9. Be in your room at curfew (usually 9:50/10:00). Chaperones will check in with you at curfew. Stay in your room after curfew. This will be strictly enforced. We expect you to get a proper night's rest so you can make the most of each day's activities and play your best.
10. Do not watch cable TV, make phone calls out of the hotel or use any in-room concessions unless you are willing and able to pay extra.



# HEALTH AND SAFETY GUIDELINES

1. Students should always stay in groups of at least 3 and must first check out with the chaperones before leaving the hotel or group.
2. Students may not drive or ride in any private vehicle, unless arranged by the tour escort or directors.
3. Caution is advised in associating with strangers (no matter how cute or handsome!) DO NOT tell anyone outside our group your hotel or room number.
4. If you get separated from the group and fear you are lost, use Whatsapp to call Sonja, Lisa or Sharon. Or go to the nearest shopkeeper, restaurant, or bank for help. Carry the abbreviated itinerary at all times so you can name the hotel where you are staying and have phone numbers.
5. Sharon will have all medical information with her on the trip. Medical information will be kept confidential; only Sonja, Lisa and Sharon will have access to it. Chaperone captains will have over-the-counter meds such as Tylenol, Pepto Bismol, Benedryl, ibuprofen, band aids, antiseptic cream, Midol, Tums, and cortisone cream. Report any illness or injury to them immediately. If you have a chronic medical problem such as diabetes, asthma, or severe allergies, wear a medical alert bracelet and have candy, inhaler, or epipen with you at all times.
6. Check with your insurance to be sure that your health policy covers travel abroad. If it doesn't, you may want to purchase special health insurance for the trip.
7. If a student should need medical attention, parents may be asked to send a copy of your health insurance information. Please have it available.
8. Summers in the areas are cool. Expect highs between 70 and 80, with the average being 73. Lows are in the mid-50s. ACCU Weather Prediction:



<i>Berlin</i>			<i>Leipzig</i>			<i>Prague</i>				
19	20	21	21	22	23	23	24	25	26	27
69°	70°	69°	71°	77°	78°	78°	70°	71°	73°	78°
54°	58°	58°	57°	56°	52°	52°	52°	53°	50°	55°