

**AGENDA**  
**FOR CHAPERONE MEETING**  
**Presided over by Tour Administration**  
**4/18/22**

1. Welcome
2. Introductions
3. Family Groups List; Work Assignments
  - a. Chaperone & Family Groups List
  - b. Work Assignments
  - c. PSSO Picture
4. Student Responsibilities
  - a. General Student Responsibilities
  - b. Emphasize importance of following through with enforcement of the rules.
  - c. Explain Tobacco, Alcohol, Drugs
5. Review Chaperone Responsibilities
6. Review Chaperone Checklist for Departure & Return
7. Familiarize yourself with the following:
  - a. Guidelines:
    - i. Plane
    - ii. Hotel
    - iii. Health & Safety
  - b. Packing list
  - c. How to Get Through the Line Faster Information
8. Forms Enclosed (the forms will be emailed and online in advance of the participant's meeting):
  - a. Medical Information (Student & Adult)
  - b. Permission to Travel & Waiver of Liability (Student & Adult)
9. Questions

GERMANY/CZECH REPUBLIC TOUR FAMILIES

April 6, 2022

(Roommates are designated by Brackets)

3a

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**

## WORK ASSIGNMENTS

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.**

# ORCHESTRA STUDENTS



Anna

Julia

Claire Sauder

Lucy

Esther

Emily

Adam Zeithamel

Yuning

Cindy

Liam

Anjali

Sarah

Richard Yang

Oliver

Cassie

Sophia

Mike [Haoran]

Adrian Bostian

Yuzuka

Caroline

Jacob

Seth Zeithamel

Lucas Ralston

Annabelle

Helen

Tina

Emilio

Jocie

Hannah [Yuki]

Amy

Rachel Aird

Keiko

Leo Burchett



Oriana



Ben



Beau



Aubrey



Tai

# PREUCIL SCHOOL STRING ORCHESTRA-CONCERT TOUR 2022 STUDENT RESPONSIBILITIES

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 midriiffs 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 of participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student's Name

By our signatures below, we, the legal parents or guardians of the above-named participant, understand, respect and accept the Tour guidelines listed above. We will encourage our son/daughter to abide by these guidelines and to prepare well for the program, realizing these preparations are essential towards making the experience safe, meaningful, and successful.

\_\_\_\_\_  
Signature of Legal Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Parent/Guardian

\_\_\_\_\_  
Date

***Two parent signatures are required only if parents live separately but share custody.***

# PREUCIL SCHOOL OF MUSIC TOUR OF GERMANY & THE CZECH REPUBLIC

## CHAPERONE RESPONSIBILITIES

### FAMILY CAPTAINS:

1. You are ultimately responsible for ensuring your "family" is properly chaperoned at all times.
2. On the trip, **carry a notebook at all times** to write down and pass along to your "family" information regarding bus times, rehearsals, performances, sightseeing, room check, meal times, etc.
3. **At each departure, check with your family chaperones to make sure all students are on board.**
4. **Report any roommate, medical and/or discipline problems** to Sonja, Sharon or MCI escort.
5. Be responsible for **carrying and dispensing over-the-counter medications as needed** per Student Medical Form: (Tylenol, Pepto Bismol, Benadryl, Ibuprofen, Antiseptic Cream, Midol, Tums, Cortisone Cream). Preucil School will supply the items.

### ALL CHAPERONES:

1. All chaperones are expected to **enforce the trip rules** for all their charges, including their own children.
2. **Be sensitive to individual students** as we travel, and respond if you see signs of homesickness, isolation, or nerves.
3. **Carry a notebook at all times** to write down details you need to pass along to your students (OR use your phone).
4. Be willing to **hold passports and extra money/bank cards** for your students.
5. **Check in your students at North Campus & at the Airport for departure** from & to the US (details to follow).
6. **Each morning, check that your chaperone group is up and getting ready.** Ensure that your students arrive on time for meals, rehearsals, concerts, bus, and sightseeing.
7. **At EACH departure in Germany & The Czech Republic, check to see that your chaperone group is present. Ask each student to show you their passport/money/etc. in neck wallet or money belt at EACH departure.** The best way to do that is to ask your students to report to you when they get to the meeting place and before boarding bus (wait outside the bus until all your students are on board).
8. **Before boarding the bus at each gathering/departure, notify your family captain when all your group is accounted for.**
9. When you are the chaperone in charge, **you are responsible for knowing the whereabouts of all students you've agreed to care for.** Make sure they go in groups, write down where they are going, how long they expect to be gone, what they are wearing (or take of picture of them), and remind them of the next mandatory engagement: meal, bus, concert, or sightseeing time.
10. **Check your chaperone group's room(s) at curfew.** Make sure they are in their room(s) and know the schedule for the next day. Enter the room and talk with the students for a few minutes each night. Check for homesickness, ask about money issues and their day. (If you've developed a positive relationship with your students, it will be much easier to deal with any little problems that arise.) Ask to see passports and money.
11. Stay with the group during group events (or arrange for someone else to cover your students), and put the needs of your students first throughout the trip.
12. Work together to determine chaperone assignments daily. Offer to be responsible for each others' students occasionally so everyone gets a break. **JUST MAKE SURE YOUR STUDENTS KNOW WHO THEY ARE SUPPOSED TO CHECK IN AND OUT WITH, AND HAVE A SYSTEM FOR DOING THIS!**
13. Even when you aren't in charge, be responsive to any need of any student that might arise - medical, emotional, or appropriate guidance.
14. Upon checkout from hotel, **check your chaperone group's room(s) to be sure nothing is left behind and ask students to turn in key and pay any bills.** Ask to see passports in neck wallets/money belts the NIGHT BEFORE RETURN TO US so any issues can be dealt with before the morning of departure.
15. Report any roommate issues to family captain. All changes must be cleared through the head chaperones (Sonja, Lisa & Doug).
16. Report medical or discipline problems to Sonja, Lisa, Doug or Sharon.
17. Although our students are generally well-behaved, be aware of the possibilities of tobacco or alcohol use and sexual misconduct. We are not trying to "catch" students, but at the same time, we want to maintain the integrity of the trip for those who follow the student code and are disturbed by serious misbehavior, and we want to uphold parents' trust and the honor of Preucil School.
18. Please use discretion about your consumption of alcohol when you are with students.

# CHAPERONE CHECKLIST FOR DEPARTURE AND RETURN

#5b

1. Bus to Chicago: Arrive at Preucil School North Campus at 7:00am (Chaperones at 6:50) for 7:30 coach departure.
2. Pick up small hotel itineraries and extra yarn from Jean/Doug
3. Give each student:
  - a. Hotel itinerary to put in neck wallet/money belt
  - b. Yarn for their luggage if it is missing
4. Make sure each of your students is wearing:
  - a. Passport, Money, Credit Card, Vaccine Proof (in neck wallet OR money belt UNDER clothes)
  - b. Watch or Other Device to Tell Time
  - c. Trip T-shirt as the outer garment
5. Check to be sure personal item carry-on is **small and loosely filled (9.5 x 11.5 x 4")**. **Everything, including purse, must be in the carry-on.** Make sure each of your students has in their carry-on:
  - a. Notebook
  - b. Pen or pencil
  - c. Triplopedia
  - d. Masks
6. Check luggage, instrument, and carry-on for:
  - a. Name tag with name exactly as on passport
  - b. Colored yarn
7. Notes for Chaperones:

- **To Remain in Europe**

Adrian Bostian  
Carey Bostian  
Oliver Bostian

Josephine Bozarth  
Tai Caputo  
Emilio Estudillo  
Jean Littlejohn

Miera Kim  
Keiko Radley  
Claire Sauder

- **Sharon will sub for Jean on the return – Captain of Family 2**
- **Note Roommate/Chaperone changes for Leipzig**

8. Walk through airport and board plane with your chaperone group. (Notify Jean/Doug when your chaperone group is present for boarding and at landing. Sharon will sub for Jean on the return)
9. When plane lands, gather chaperone group and help gather other students so whole group can move together through airport. If you are at the front, check to see that the group is together when walking long distances, climbing stairs or using elevator/escalator, taking bus or train between terminals, etc. Stop periodically and wait until all are together before proceeding, if necessary.

Thanks for your help in making this a great trip for all!!!

# GENERAL TRIP GUIDELINES

#7a-i

## 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 (l 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.

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. Stay awake and alert and take in as much as you can.



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. Please help out cheerfully.



11. Tips for the bus drivers, tour escorts 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

## Upon Arrival

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.
2. Go into the hall and find the nearest fire exit. Never use an elevator if there is a fire.
3. Most hotels have sensitive, elaborate smoke alarm systems that automatically ring the fire station when they sense any kind of heat or smoke, including cigarette or incense, so don't burn things in your room.
4. Wash necessary clothing in the sink and hang up to dry BEFORE you go sightseeing. Don't overdo the laundry. As long as you shower daily, use deodorant and change underwear, and your clothes aren't visibly dirty or smelly, you can wear them again and get by with less washing than at home.

## General Hotel Guidelines

1. Hang up concert clothes when you get to each hotel and after each concert.  
 PANTS UNIFORM: uniform pants, vest, shirt, button cover, black socks, and black shoes.  
 DRESS UNIFORM: Uniform dress and closed-toe black shoes.
2. Always put key 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.
3. Always make sure one of you has the key before closing the door to leave your room.
4. Do not leave money or other valuables in the hotel room while you are out.
5. 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.
6. If you accidentally break something, be up front about it. Tell your chaperone so they can help you deal with the situation.
7. Respect other guests at all times; no horseplay, running or excessive noise.
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. Everyone is expected to get up at the designated time without being prodded
11. 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.
12. All roommates should double check the room before departure to make sure nothing has been left.



# HEALTH AND SAFETY GUIDELINES

#7a-iv

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, 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.
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
<b>69°</b> 54°	<b>70°</b> 58°	<b>69°</b> 58°	<b>71°</b> 57°	<b>77°</b> 56°	<b>78°</b> 52°	<b>78°</b> 52°	<b>70°</b> 52°	<b>71°</b> 53°	<b>73°</b> 50°	<b>78°</b> 55°

# CLOTHES AND PERSONAL ITEMS TO BRING

#8a

## 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

#8b

## 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.