

**WorldStrides**<sup>®</sup>

Educational Travel & Experiences



## **WorldStrides Performing Arts** 2023 Heritage Festivals Director's Guidebook

Your guide to a successful  
travel and festival experience

[worldstrides.com/perform](https://worldstrides.com/perform)  
800-223-4367



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## Welcome to WorldStrides Performing Arts!

Thank you for choosing to participate in a Heritage Festival with WorldStrides Performing Arts. We are excited to be your partner in music education! For more than 50 years, we have been providing travel and performance opportunities that attract and spotlight the best directors, student musicians, and adjudicators in the country. WorldStrides Performing Arts programs enrich students' lives, provide life-changing moments, and create unforgettable bonding experiences.

This Director's Guidebook is a tool designed to make your festival experience easier and more enjoyable. It addresses everything you need to know, including how the event operates, the adjudication process, and much more.

### Your Team

Your **Performance Tour Specialist** partners with you to help you select the ideal performance opportunity and destination for your group. This person will help you put together a trip that meets your group's specific goals and budget. Your Performance Tour Specialist will quote any transportation needs and begin to build out the perfect package for your students. Following your trip, your Performance Tour Specialist will begin working with you again on any future trip planning.

Once your spot at a festival is reserved with your group deposit, your Account Manager will take over as your main point of contact for the trip. Your **Account Manager** is a resourceful in-house specialist who is an expert in your event destination. This person coordinates the end-to-end logistics management of all your travel details from itinerary-building to stage needs. This person will secure air/motorcoach for your group, plus hotels, activities, and meals, as well as recommend and reserve your destination's best sightseeing and group activity options. Their personal service and custom-built, well-rounded itineraries allow you more time to focus on your students and your music. Your Account Manager is supported internally by a team of dedicated Financial Service Representatives who help your group stay on top of financial deadlines, post payments, offer fundraising support, and provide invoices for your account.

Your **Festival Host**, supported by their on-site team members, is responsible for running a successful festival at your chosen destination. This person welcomes you on-site and oversees all aspects of the music festival including a well-run performance schedule, equipment needs, adjudication, a successful Awards Ceremony, and more. At the performance venue, your Festival Host ensures all your needs are met so that you can focus on the music.

Last but not least, you've got one more hard-working team supporting you behind-the-scenes while you're at your event. Our 24/7/365 **WorldAssist team** is always available to work with you should the need arise. From flight and motorcoach issues to accessing medical consultation, WorldAssist is your first call.





## Schedule of Important Deadlines

TIMELINE		Heritage Festivals
<b>Registration</b> >>>		<p><b>Group Deposit Due</b></p> <p>Your non-refundable group deposit holds your spot at the event. The total amount from this deposit will be credited to your account.</p> <p><i>Heritage Festival and Festival of Gold Deposit Amount Required: \$850</i></p>
<b>175 days prior to departure</b> >>>		<p><b>Second Group Installment Due</b></p> <p>Your second installment of <b>\$35 per expected number of participants</b> is due. The total amount from this deposit will be credited to your account.</p>
<b>100 days prior to departure</b> >>>		<p><b>Third Group Installment Due</b></p> <p>The third installment payment is based on the length of your stay and expected number of participants.</p> <p>Amount expected is as follows:</p> <ul style="list-style-type: none"> <li>▪ 0 nights: \$60/ participant</li> <li>▪ 1 night: \$120/ participant</li> <li>▪ 2 nights: \$160/ participant</li> <li>▪ 3 nights: \$190/ participant</li> <li>▪ 4 nights: \$225/ participant</li> <li>▪ 5 nights: \$250/ participant</li> </ul>
<b>70 days prior to departure</b> >>>		<p><b>Performance Information and Hotel Rooming List Due</b></p> <p>Your performance information forms plus official hotel rooming list are due <i>no later than 70 days</i> prior to departure. The sooner this information is collected from all groups, the sooner the official schedules can be released. Changes in the rooming list after submission may affect your final invoice amount. Once the rooming list is final, all cancellation penalties will apply to individual participants who cancel even if the group is still planning to attend.</p>
<b>50 days prior to departure</b> >>>		<p><b>Final Balance Due</b></p> <p>Your remaining balance is due 50 days prior to trip departure.</p>
<b>15 days prior to departure</b> >>>		<p><b>Late Add-on Balance Due</b></p> <p>For any late additions to your itinerary, the final payment will be due no later than 15 days prior to departure.</p>



## Helpful links

Click on any of the links below for easy access to each resource.

[Online registration](#)

[MyTrip for Rooming Lists](#)

[Copy of Terms and Conditions](#)

[Ensemble Profile Form](#)

[Health and Safety Documents](#)

[Welcome to Festivals Resource Page](#)

[Fundraising website](#)

[Payment portal](#)

## Registration

You and all your travelers – including performers, adult travelers, non-performers, and chaperones – will need to sign up online with WorldStrides. This sign-up process ensures every traveler reviews our travel terms and conditions and provides their emergency contact information. This online registration also guarantees every traveler is protected through the USTOA Travelers Assistance Program and is covered by our included insurance policies.

**Who does this:** Director and all travelers participating including non-performers

**When:** At signup, or at least 70 days prior to departure

### How to register:

First, register yourself.

- Visit [worldstrides.com/register](http://worldstrides.com/register)
- You'll need your Trip ID. This can be found on your invoice, or by asking your Performance Tour Specialist.
- As prompted, enter your Trip ID number, followed by the letter "p" (for Program Leader). Example: 120120p
- Finish the prompts to register in our system.

Next, instruct your travelers to register. Student registrations should be completed by a parent or guardian.

- You'll be provided an instructional handout to pass out to each traveler. You'll be able to customize the handout with your Trip ID number.
- Each traveler will visit [worldstrides.com/register](http://worldstrides.com/register) and follow the prompts to complete registration.
- If your group is booking air travel through WorldStrides, the registration form will have all the necessary information required by airlines and TSA to help secure the tickets.

Congratulations, you're registered! Now you're ready to build your hotel rooming list.



## Building your Hotel Rooming List

### Signing in to MyTrip

You'll build your hotel rooming list online using MyTrip, a free online tool with resources designed for Directors and trip coordinators to help communicate with registered travelers, as well as to help complete some of the logistical details of organizing the trip. Students can also create a MyTrip account if you decide to utilize the tool to share event information.

Once you've completed online registration, you'll receive an email inviting you to sign-up for MyTrip. You can also visit [mytrip.worldstrides.org](https://mytrip.worldstrides.org) to get started.

As your travelers register online through the process detailed on the prior page, MyTrip will populate their information in the hotel rooming list tool. You will find this tool under the Director Resources section.

Aside from the hotel rooming list assignment template, here are a few other important features found in MyTrip:

- Emergency contact information for all registered travelers
- Customizable web page for sharing important information and dates with travelers. MyTrip is optional for your travelers, and you can decide if you want to utilize its communication features.
- You can request your Professional Development certificate. Please refer to page 12 for more details.

## Paying for the Trip

WorldStrides Performing Arts accepts the following payment options for our events:

- Money orders and checks.
- Credit cards and electronic check payments via secure online payment portal.

### Money Orders and Checks

WorldStrides Performing Arts accepts money orders and checks issued in U.S. Dollar amounts. When sending in payments made on money orders or checks, please include the group's Trip ID number in the notes section and a copy of the invoice, and send to the mailing address:

WorldStrides Performing Arts  
P.O Box 9033  
Charlottesville, VA 22906

or via courier mail:

WorldStrides Performing Arts  
218 West Water St, Suite 400  
Charlottesville, VA 22902

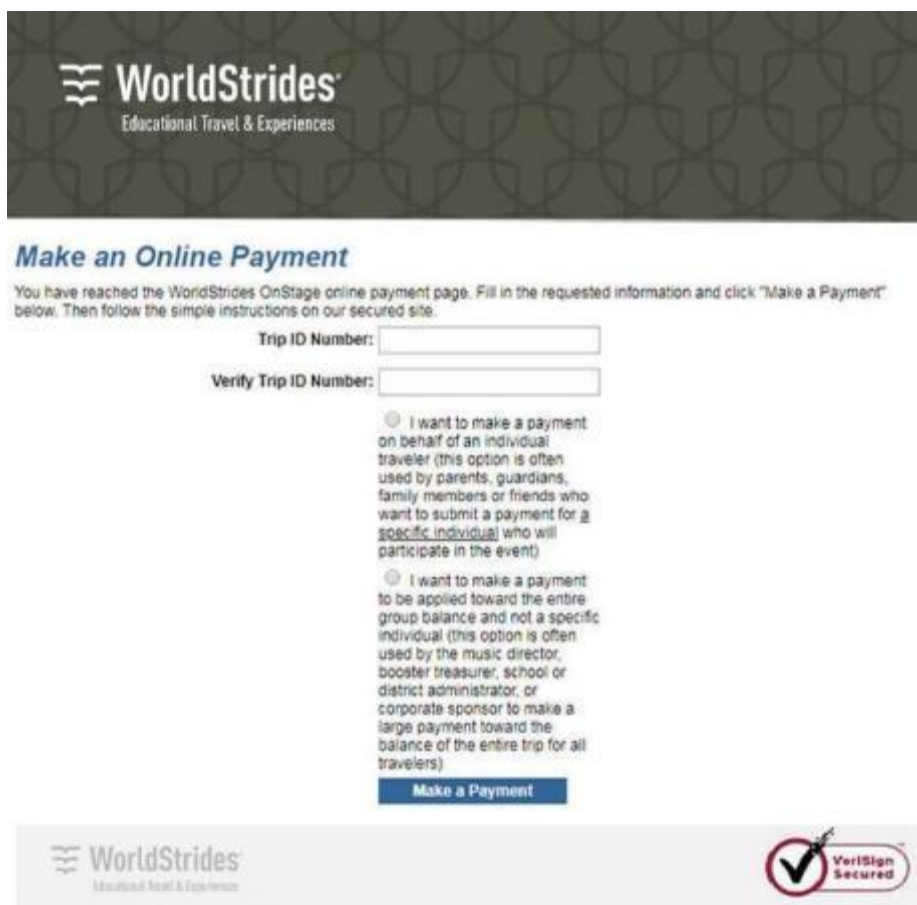


## Credit Cards and Electronic Checks

The option to make online payments using major credit cards (Visa, MasterCard, Discover), debit cards, and/or electronic checks towards a group's master trip account is available by request. Please contact your Performing Tour Specialist for the direct link to access this payment portal. Then, follow the simple payment process below:

- Visit our online payment site.
- Enter your 6 Digit Trip ID Number.
- Select one of the two applicable options presented.
- Select "Make a Payment" and follow the instructions on following pages.

After the payment is made, confirmation e-mails are sent to the e-mail address(es) provided, in addition to the Director, and designated financial contact associated with the trip.



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### Make an Online Payment

You have reached the WorldStrides OnStage online payment page. Fill in the requested information and click "Make a Payment" below. Then follow the simple instructions on our secured site.

Trip ID Number:

Verify Trip ID Number:

I want to make a payment on behalf of an individual traveler (this option is often used by parents, guardians, family members or friends who want to submit a payment for a specific individual who will participate in the event)

I want to make a payment to be applied toward the entire group balance and not a specific individual (this option is often used by the music director, booster treasurer, school or district administrator, or corporate sponsor to make a large payment toward the balance of the entire trip for all travelers)

[Make a Payment](#)

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VeriSign Secured



## Fundraising for your Trip

### Gift of Performance

Encourage your students to visit the WorldStrides fundraising site at [fundraising.worldstrides.com](https://fundraising.worldstrides.com). Here, you'll find the Gift of Performance ecards and letter templates. We provide easily customizable ecards (or printable letters, if you prefer) that students can access directly, customize to their trip, and distribute to friends and family requesting donations towards their trip. 100% of donations are made directly to your account with the individual student's name noted.

### Fundraising Guide

After working with student groups for more than 50 years, we've collected our fair share of great fundraising ideas. As a customer, you qualify for a free copy of our complete Fundraising Guide. Contact your Performing Tour Specialist for a copy.

**Additional resources can be found at [worldstrides.com/go-onstage](https://worldstrides.com/go-onstage)**

## Hotel and Rooming Information

WorldStrides selects top-rated student-friendly hotels for all of our festival event locations. Hotel assignments are made based on group rooming lists and hotel room-block configuration. Every effort is made to comfortably accommodate all groups.

### Rooming Information

The Director must submit and finalize the rooming list in MyTrip at least 70 days before trip departure. Changes in the rooming list after submission may affect your final invoice amount. Any changes that occur after the rooming list is submitted must be emailed to your Account Manager. For more information about our housing inclusivity policies, [visit here](#).

Accommodations at your festival events are student-friendly, quadruple-occupancy rooms. Because the individual program cost depends on the number of occupants per room, your invoice bill amount is only an estimate until your rooming list is submitted. The sooner your rooming list is submitted, the sooner your group's exact financial expenditure can be determined.

Parents and chaperones are welcome to participate in our programs, and will be assigned rooms as requested on the rooming list. Adults usually request double occupancy rooms and are billed at the applicable rate. Some events and activities have higher rates for adult participants.

Due to continually changing factors in the hotel reservation department, hotels are not in a position to pre-assign actual room numbers in advance of your arrival. However, having your





rooming list in advance allows the hotel to provisionally reserve certain wings or floors for your group.

Please do not contact the hotel directly, unless asked to do so by the Account Manager. This may cause confusion with the hotel and could result in issues with your stay.

### **Curfew**

As a courtesy to other hotel guests, we suggest director and chaperones set a nightly curfew in accordance with hotel policy. Suggested curfew time is from 10:00 p.m. until 6:30 am. Room checks by directors and chaperones after curfew should be quietly made each night. Groups arriving at the hotel after curfew must check in quietly. It is the responsibility of the director(s) and chaperones to properly supervise their students.

Hotel security staff and front desk will have the room numbers of all directors and chaperones in order to contact them about any behavior problems. Schools will be charged for any undue noise or behavior that causes other hotel guests to check out early or to move rooms.

### **Elevators**

Please be aware that the elevators at the hotel(s) may be in high demand due to the number of people utilizing them, usually around the same time as your groups are. Remind your students and chaperones to allow extra time to get to any scheduled departures.

### **Incidental Charges**

Students will not be allowed to charge any services to their rooms. Only adults who leave credit card information with the front desk at the time of check-in will be able to use and are financially responsible for room service, phone calls, and other personal expenses. These charges must be cleared from all room bills prior to departure from the hotel. Please do this the evening before departure. Any expenses not cleared will be charged to the director/school.

*Self-serve mini-bars:* Some of the hotels we use do have self-serve mini-bars in the rooms that cannot be removed due to hotel policy. We do request the mini-bars in the group assigned rooms to be locked, and some hotel front desks can lock them remotely. However, please instruct your chaperones to inspect each room upon arrival to make sure they are locked. If not, please let the front desk know.

### **Damages**

Participants are responsible for damages and/or losses they cause while on tour, including any damage to hotel rooms or public facilities. It is suggested that chaperones check all rooms before check-in and check-out to ensure that students are not blamed for damages they did not cause.



**Swimming Pool**

If the group's assigned hotel has a swimming pool, directors and chaperones must accompany students to the pool. Do not permit students to go to the pool unattended.

**Rehearsal Space at the Hotel**

Each ensemble should arrive at the event prepared for the performance. Most hotels do not allow for rehearsals because of lack of appropriate space and noise constraints as a courtesy to other hotel guests. If by chance, the hotel has the space, additional room rental fees may be charged by the hotel.

**Lost and Found**

A lost and found system will be established at your festival event. Lost items will be in the care of the Festival Host or Account Manager at the event.

**Itineraries, Schedules, and Tickets****Airline Itineraries & Tickets (where applicable)**

Electronic tickets and up-to-date air travel requirement instructions will be emailed to the director from the Account Manager when the total group payment has been received by WorldStrides.

**Ground Transportation**

The ground transportation to/from the event destination is not included as part of your package price, and neither is airport transfer and other non-event scheduled transportation at the destination. As a full-service travel organization, we can arrange for these services by providing quotes and booking transportation options at additional cost. Please contact your Performance Tour Specialist for options, pricing, and availability.

**Performance Schedule and Details**

The Account Manager will communicate the festival event information, such as performance schedules, group stage set up and equipment needs, and awards ceremony. Final documentation will be sent at least 15 days prior to your departure. Last-minute changes may be necessary and will be communicated to the directors either via email, phone call, or text message prior to the trip or on-site at the destination.

**Trip Itinerary**

Your group's detailed event itinerary will be communicated by your Account Manager and will include hotel name, addresses, phone numbers, scheduled activities and times, etc. The final itinerary will be sent to the Director approximately two weeks before departure via email and/or physical mail.



## Tickets

Pre-counted, applicable event admission tickets, passes, meal vouchers, and/or wrist bands will be signed off to each group director by your Account Manager, either prior to group departure via courier mail, or directly at the event destination.

## Identification

For security purposes, an identification system is used at most festival activities. This is to ensure that only WorldStrides Performing Arts groups and invited guests are able to enter. Your Account Manager will communicate with you if such a system will be used at your particular activity.

## Making your Trip a Success

WorldStrides has established a few steps to make certain that all trip participants understand basic guidelines and enjoy the program. Completing these steps will guide you along the path to a successful WorldStrides experience.

- The Director(s) traveling with the group will be required to chaperone or ensure the group is traveling with adult chaperone(s). Hand select chaperones who enjoy working with students and will be excited about the experience. All performers under the age of 12 must be accompanied by a parent or guardian.
- Host a chaperone meeting 1 to 2 weeks prior to your departure date to review chaperone roles and responsibilities. See sample agenda on next page.
- Host a student/parent meeting 1 to 2 weeks before your departure date to review the program. Share your mobile phone number, as well as chaperone mobile phone numbers with participants.
- Emphasize punctuality for all trip participants. Considering that your group is large and many other groups may be staying at the same hotel property, allow extra time to access the lobby and board buses. Determine and communicate how you will handle trip participants who are late meeting the group.
- Stress consideration for others to the group, at the hotel and at restaurants, etc. Explain behavior expectations. Establish and communicate the “buddy system.” No one should go anywhere alone.
- If your group is traveling by air, review air travel policies posted by your booked airline(s), and the Transportation Security Administration (TSA). Be sure to review the seating assignments carefully, so that any potential for misbehavior can be minimized.
- Review packing checklist, particularly checked bags vs. carry-on bags. Collect or remind about cash for checked bag fees and motor coach driver tips (if applicable).
- Establish and communicate the parameters of participant visitation in hotel rooms.
- At the conclusion of each day on tour, review the itinerary highlights and weather for the following day with all the participants.



## Travel Smart, Travel Safe

Most negative incidents can be avoided by using good sense and staying out of dangerous situations.

- Be aware of your surroundings and suspicious activities.
- The most common crime in most destinations is petty theft, either pickpocketing or theft of unattended bags. Whenever practical, watch your luggage until it's loaded.
- Leave all valuables, irreplaceable items, or expensive jewelry at home.
- Keep a wide berth away from public protests and rallies, even if they seem calm. If locals try to start an argument with the group about politics, race, religion, always disengage and walk away.
- If approached/threatened and told to hand over your valuables, do not resist. Everything can be replaced – except for you!
- If you are a victim of a crime, please alert the police and WorldStrides.

### Sample Chaperone Meeting Agenda

Conduct a meeting with your chaperones approximately 1-2 weeks prior to departure.

Review Chaperone Responsibilities:

- Do not waive or modify trip rules or itinerary without direct notification (verbal and/or written) from the Director.
- Do not discuss or disclose any student information to third parties.
- One chaperone should board the bus before the students, and one should remain outside and board last after doing general check of the area.
- Count students before departing every location.
- Ensure students are complying with motorcoach driver instructions.
- At the hotel:
  - Your presence and awareness in the hotel will prevent most problems and will help to quickly resolve any issues.
  - Check hotel rooms for minor problems and report any to the front desk.
  - Knock on all doors and make sure students are awake each morning.
  - Room checks after curfew should be made each night.
  - Schedule wake up calls for students.
  - Inspect rooms the morning of departure to confirm that there is no damage, and all personal items have been removed.
  - If the hotel has a swimming pool, a director or chaperone must accompany students to the pool. Do not permit students to go to the pool unattended.
- Discuss the importance of punctuality for all participants, especially chaperones.
- Review the roster of students (include photos, if possible), including hotel roommate list and seating arrangements for the airplane and bus.
- Review bus boarding procedures.
- Set behavior rules and enforce them.



- Review contingency plan and other important forms, and contact information. An adult should be with students at all times. If your group is split into smaller groups at particular sites, arrange frequent meeting locations and set meeting times for all participants.
- Review evacuation procedures at the hotel, etc.
- If travelling by air, discuss how seating arrangements for airplane travel should be enforced:
  - Chaperones should be seated by students, so that any misbehavior can be detected and addressed.
  - Chaperones should walk the aisles periodically (back to front) to “stretch their legs” when in flight.

## Traveler Responsibilities

WorldStrides Performing Arts is responsible to participants in making arrangements for all services included in the program.

### Director Responsibilities include:

- Director must complete the individual and ensemble registration process.
- Director will make room assignments in Director Resources in MyTrip.
- Directors and chaperones will make sure that students are present for all event-related activities, including meal times. Times are listed on your final trip itinerary.
- Directors and chaperones will make room checks nightly. The Director, in accordance with the hotel policy, will set a curfew each night. Most hotels require students to be in their rooms by 10:00 p.m.
- The Director is responsible for all students, from departure until return.
- Some festival destinations offer a dance in conjunction with the awards ceremony. Directors and chaperones are responsible for monitoring the dance to stop any inappropriate dancing or bad behavior and activities.

### Participants' Responsibilities include:

- All participating students and parents must complete the registration process.
- All students are expected to participate in all scheduled activities. All participants must be on time for all scheduled activities. The staff should be made aware of any exceptions.
- Students are expected to dress in modest and appropriate attire at all times.
- Participants are responsible for carrying their own luggage.
- Drinking of alcoholic beverages and use of illegal drugs is strictly prohibited.
- Smoking in buses and hotel rooms at any WorldStrides program activity is prohibited.
- Reasonable, positive, responsible conduct is required at all times. Vulgar language is not acceptable at any time.
- Participants are responsible for damages and/or losses they cause while on tour.





- No participant should leave the hotel without first checking with their director.
- Participants are expected to abide by the buddy system. No one should go anywhere alone.
- The student must sleep in their assigned hotel room each night.
- The student shall respect and follow directions of the Directors, chaperones, and WorldStrides Performing Arts staff.
- Each participant (parents or guardians for participants under age 21), by registering online, releases WorldStrides, its directors, officers, or any employee from any and all claims of any nature whatsoever from any injury, loss, damage, cost, accident, delay, irregularity, or expense arising out of the performance or operation of a WorldStrides program except for any such claim arising out of the negligence or fault of the directors, officers, or employees of WorldStrides in the scope of their employment. For a full listing of the terms of participation, please review the Terms and Conditions.

## Professional Development

Our accredited status makes it possible for us to deliver on our commitment to education by offering professional development for our teachers. Traveling educators are eligible to receive professional development points/hours/continuing education units that can be used toward license recertification. The amount of professional development is awarded based on travel program length. Professional development certificates are offered to program leaders and teacher chaperones at no cost.

Educators who participate in WorldStrides Performing Arts events are awarded 5 points/hours per day (0.5 CEUs per day) upon conclusion of the program. For example, if your trip departs on April 20 and returns on April 23, then it is a program with 4 days. Total points for the educator from this trip are 4 days x 5 points= 20 points/hours (2.0 CEUs). Maximum possible points are 35 points/hours (3.5 CEUs).

Upon conclusion of the festival, program leaders may request professional development certificates for themselves and on behalf of teacher chaperones through the MyTrip profile online. While WorldStrides is an approved provider in all 50 states, some state approval requirements are time sensitive, so don't delay!

- Login to your program leader MyTrip profile, and select the blue box with "Request Professional Development..." link from the welcome screen.
- Select the "Request Now" link associated with your travel program.
- Select the "Request for Program Leader" or "Request on behalf of chaperone(s)" and enter information as prompted.
- Verify the account information and change if necessary, then click submit.



Your professional development certificate will be mailed within two to three weeks. For questions about professional development, please reach out to the Curriculum & Academics Team at [professionaldevelopment@worldstrides.com](mailto:professionaldevelopment@worldstrides.com).

## Academic Credit

Our accredited status makes it possible for us to deliver on our commitment to education by offering academic credit for our students.

All students in grades 6-12 at the time of travel have the opportunity to enroll in online coursework that is carefully paired with their travel program. Most assignments are designed to be completed after travel, since they ask students to incorporate much of what they learned during the field experience. Courses vary in theme, content, and length based on the travel destination.

Students in grades 6-12 are eligible to enroll in courses to earn high school credit at no additional cost. Our partnership with George Mason University provides students in grades 9-12 at the time of travel an opportunity to enroll in courses to earn college credit.

Upon successful completion and the processing of credits, a transcript may be ordered directly from WorldStrides or George Mason University. Transcripts can be submitted to school registrars for consideration or attached separately to college applications or résumés. Students and educators should check with receiving institutions regarding credit transfer policies.

### How to Register:

- Visit [worldstrides.com](http://worldstrides.com) and click on [Academic Credit](#) in the Resources drop-down menu.
- Access coursework through the Academic Credit Portal link.
- Click to register as a new user.
- Answer any additional questions as prompted.
- If you have any questions about academic credit, please reach the Curriculum & Academics team at [discovery@worldstrides.com](mailto:discovery@worldstrides.com).

## Festival Details

### Festival Activities

At most festival events, the festival performance days are scheduled on Fridays and/or Saturdays. The awards ceremonies are scheduled on Saturday evenings. Note that if you are unable to attend the awards event, we will mail your participation plaque with rating only. You must be present at the awards event in order to receive other awards including competitive recognition. In order to avoid potential conflicts, please consult your Account Manager regarding your group(s) performance times before planning activities on the above-mentioned days. Your Account Manager will also be working with our events teams to ensure your



performance schedule and your planned additional group activities are in line for a well-rounded itinerary for your group(s).

A tentative festival performance schedule will be completed 30 days prior to the festival. The festival performance schedule is subject to change. Occasional last-minute changes may be necessary and will be communicated by your Account Manager via email, text message, and/or telephone call.

If you are late for your performance time, we will make every effort to accommodate a shift without penalizing or affecting other groups' arrangements or disrupting the necessary flow of the event.

### **Recordings**

WorldStrides Performing Arts will provide each performing group with a digital recording of each group's performance and adjudicators' verbal comments. The recordings will be deposited and shared via a Dropbox link shared with the director by the Account Manager following the festival. Handwritten adjudicators comments and scores will be delivered to the director either during the Awards Ceremony presentation or after the performance.

### **Instrument Cases**

Please leave all instrument cases on the bus unless the WorldStrides staff instructs otherwise. At most festival sites, no rooms are provided for storage.

### **Audience Admission**

Admission to all Heritage Festival performances are free for chaperones, family members, and friends of students. All groups are encouraged to listen to as many performances of other groups as possible. Audience members are expected to behave appropriately and will not be allowed to enter or exit the auditorium during a group's performance. Please remind your students and their parents to be considerate of each performing group, and to make sure to turn off the flash on their camera equipment to limit the distraction to performers.

### **Bad Weather**

It is a good idea to keep your buses near the festival site in order to protect students and equipment from bad weather. In case of rain, parade bands should be prepared to perform a stand-up concert in a sheltered area and be judged on music only.



## Performance Information

### Performance Information Form & Ensemble Profile Form

In the months leading up to your trip, your Account Manager will be working closely with you to ensure all your needs are met for your performance at the festival. The information provided on the Performance Information and Ensemble Profile form are crucial for building the festival experience for your group, and is used to:

- Build the festival schedule that best meet the needs all the participating groups and their trip itineraries, and of the scheduled venues.
- Confirm the correct spelling names of directors and ensembles that will be printed on schedules, adjudication score sheets, program literature, recording files, and award plaques.
- Confirm the on-stage equipment needs for the ensembles. Copies of the forms are shared with the stage crews at the performance venues to help guide them set the stage and positioning the equipment as noted on the form.

We appreciate your prompt return of all forms required.

### Classification of Festival Groups

Class 3A	High School 1201+ enrollment Art Magnet and Performing Arts Schools, regardless of size Parade Bands with 97+ musicians
Class 2A	High School 601-1200 enrollment Parade Bands with 61-96 musicians
Class 1A	High School 1-600 enrollment Parade Bands with 1-60 musicians
Class J	Jr. High/ Middle school
Class C	Elementary/Children's groups
Class O	Open Class: Auxiliary, Community College, Church, etc.

If your ensemble is made up of members whose grade levels span one or more classifications, the ensemble should be entered at the classification appropriate for the eldest member of your ensemble.

- Moving Down: Junior or secondary groups in classifications 2A and 3A may move down one class below their main or senior performing groups to avoid junior groups competing with their own senior group. Your Account Manager will discuss this with you for approval.



- Moving Up: With the approval of your Account Manager, 1A or 2A high school groups may bump up one or two classifications in order to compete. Junior High School groups are not allowed to bump up.

## Adjudication

The design, development, and implementation of the WorldStrides Performing Arts philosophy is strongly influenced by the adjudication panel, whose members represent the national choral and instrumental communities. It is the sincere desire of these adjudicators and the festival staff that all groups receive the kind of positive musical evaluation that will encourage improvement and challenge existing standards of performance. WorldStrides Performing Arts draws on our adjudicators' vast pool of experience and knowledge to enhance the musical and educational value of the festival program constantly.

### Festival Adjudicators

The WorldStrides Performing Arts Adjudication Panel is selected to ensure a balanced team. All adjudicators are respected musicians and music educators. It is the WorldStrides Performing Arts policy to utilize both college level and high school level educators. Separate panels adjudicate the instrumental and choral performances, offering each ensemble digitally recorded comments and written score sheets, as well as a brief on-stage clinic after each performance.

### Types of Adjudication

Directors may select one of these adjudication types and indicate their choice on the Ensemble Profile Form.

- Rating and Ranking – The ensemble is fully adjudicated with recorded and/or written comments, and is rated against a national standard according to a 100-point scoring system. The ensemble is also ranked with other ensembles in its classification, when there are at least two ensembles participating within the same category and class at the particular festival. The commemorative plaque displays both the award rating and ranking placement (1st – 3rd place only).
- Ratings Only – The ensemble is fully adjudicated with recorded and/or written comments, and is rated against a national standard according to a 100-point scoring system and receives a commemorative plaque with the award rating earned.
- Comments Only – The ensemble is fully adjudicated but does not receive a rating or ranking. Ensembles that receive comments only will receive a commemorative participation plaque.





## Scoring System

Each adjudicator scores on a 0-100 point scale. The combined adjudicators' scores are then averaged and assigned a rating/award level. The rating/award level will be inscribed on an award and announced at the Awards Ceremony. Sample score sheets can be found in the forms section of this manual.

Ratings for High School Class 3A & 2A	Award Rating	Ratings for High School Class 1A, Junior High School Class J, and Class C
90-100	Gold Award	85-100
80-89	Silver Award	75-84
65-79	Bronze Award	60-74
50-64	Merit Award	50-59
Below 50	Festival Award	Below 50

## On-stage Clinic

A special feature of all Heritage Festivals is the clinic time with an adjudicator. At the conclusion of the adjudicated performance, one of the adjudicators joins the group on stage for an educational clinic session. The adjudicator conducts a clinic with the ensemble, giving positive reinforcement to the strengths of the ensemble, assisting the ensemble in recognizing performance weaknesses, and suggesting positive methods to improve those areas. Where possible, the adjudicator will have a microphone so that the audience can hear the on-stage clinic. Ensembles exceeding their allotted stage time may forfeit the clinic in order to maintain the festival schedule. Time allotments are explained later in this guidebook.

## CHORAL DIVISION

### Time Allotments

Each choral ensemble is scheduled for a 30-minute warm-up period, and a 30-minute period to enter the stage, perform their program, receive the adjudicator clinic, and exit the stage.

We recommend a program not to exceed 15 minutes of music. There is no need to pause after each selection, so please continue at your own pace. Groups will forfeit their clinic if they exceed the allotted time.

It's up to each ensemble director to assure that their ensemble is ready to perform when scheduled. Compromises in this regard will result in a reduction of available performance and clinic time.

### Music Selections

- Please take into consideration prior to the selection of your program that the time allotments will be strictly enforced for the benefit of all festival participants.
- Your total program time should be calculated to include any pauses between selections. We recommend a performance program not to exceed 15 minutes of music.



- Each choral ensemble should perform 2-3 selections.
- We recommend that traditional choral ensembles perform at least one a cappella selection.
- We request that show choir and vocal jazz choir directors choose literature, choreography, and costuming that are age-appropriate and suitable for an educational music festival setting. Show, swing, and vocal jazz choirs may perform with taped accompaniment, but not with a vocal track.
- Music selections may be chosen from, but are not limited to, the director's state-approved music list, the NAFME list, or a comparable composition at the director's discretion. The WorldStrides Performing Arts suggested music list is available at [worldstrides.com/festivals](http://worldstrides.com/festivals).
- The director must furnish three original sets of measure-numbered scores for each of the selections to be adjudicated. Duplicated scores of copyrighted music are not acceptable unless the selection is out of print, unpublished, or is on order but not yet delivered. If duplicated scores are used, bring written permission from publisher or supplier.
- Please have your school name on each set.
- Failure to bring scores as described above may result in adjudication with comments only and no final award rating or ranking.

### **Evaluation Criteria**

- The adjudicators will evaluate on the following criteria: Tone quality, balance, blend, diction, interpretation, rhythm, creativity, intonation, music choice/variety, attitude, appearance, and choreography (for show and swing choirs)
- Sample score sheets can be found in the forms section of this manual.
- Groups with adults or directors performing are eligible for ratings only.

### **Equipment Provided**

- Concert choirs: 1 Piano and risers (minimum five sections, three-step).
- Vocal jazz choirs: 1 Piano, 6 microphones, house PA system, and 2 floor monitors. Schools needing more than six microphones or instruments for accompaniment must talk with their Account Manager. See note below.
- Show choirs: 1 Piano, 6 microphones, house PA system, and 2 floor monitors. Your group must provide any additional equipment, including pre-recorded accompaniment (without vocal track). We do not provide other musical instruments at the choral venue. If your group has other needs for consideration, please contact your Account Manager immediately so we can research the options. Where specific requests cannot be accommodated, the group should modify the performance accordingly. See note below.
- *Note:* Your Show Choir or Vocal Jazz performance should be simplified to accommodate a "road show" performance. The use of show choir risers and extensive equipment, prop, and costume changes cannot be accommodated in the 30-minute time limit. Show Choirs should plan to perform on a flat stage. Vocal Jazz groups will need to specify if they want a flat stage or if they will be using the standard 3-step choral risers.



### **Additional Information**

- All vocal jazz/show choirs must provide a stage crew for set-up and break-down. They must also furnish their own equipment including instruments, such as expanded sound system with microphones (WorldStrides provides up to 6 microphones if requested on the Performance Information Form), props, costumes, and show choir risers. Each group must leave a clean stage.
- No special lighting will be provided, other than a general stage wash. No pyrotechnics are allowed.
- Show, swing, and vocal jazz choirs accompanied by a live combo are responsible for providing their own instruments.
- We suggest that show choirs simplify their performance for travel.

## **INSTRUMENTAL DIVISION**

### **A. Concert Groups: Concert Bands/Wind Ensembles/ Symphonic Band, String/Chamber Orchestra, Full Orchestra, Jazz/Stage Band and Percussion Ensembles**

#### **Time Allotments**

- Each concert ensemble is scheduled a 35-minute warm-up period, and a 35-minute period to enter the stage, perform the program, receive the adjudicator clinic and exit the stage.
- Each percussion ensemble is scheduled a 30-minute warm-up period, and a 30-minute period to enter the stage, perform the program, receive the adjudicator clinic and exit the stage.
- We recommend a program not to exceed 15 minutes of music. There is no need to pause after each selection, so please continue at your own pace. Groups will forfeit their clinic if they exceed the allotted time.
- It's up to each ensemble director to assure that their ensemble is ready to perform when scheduled. Compromises in this regard will result in a reduction of available performance and clinic time.

#### **Music Selections**

- Please take into consideration prior to the selection of your program that the time allotments will be strictly enforced for the benefit of all festival participants.
- Your total program time should be calculated to include any pauses between selections. We recommend a program not to exceed 15 minutes of music.
- Each instrumental ensemble should perform 2-3 selections. For concert bands, we recommend one selection be a concert march. For percussion ensembles, we recommend one selection includes parts for mallet percussion instruments, such as bells, xylophone, marimba and/or vibes.
- Music selections may be chosen from, but are not limited to, the director's state-approved music list, the NAFME list, or a comparable composition at the director's



discretion. The WorldStrides Performing Arts suggested music list is available for download at: [worldstrides.com/festivals](http://worldstrides.com/festivals)

- The director must furnish three original sets of measure-numbered scores for each of the selections to be adjudicated. Duplicated scores of copyrighted music are not acceptable unless the selection is out of print, unpublished, or is on order but not yet delivered. If duplicated scores are used, bring written permission from publisher or supplier.
- Please have your school name and ensemble name on each set.
- Failure to bring scores as described above may result in adjudication with comments only and no final award rating or ranking.

### **Evaluation Criteria**

- The adjudicators will evaluate on the following criteria: Tone quality, intonation, technique, balance, and interpretation
- Sample score sheets can be found in the forms section of this manual.
- Groups with adults or directors performing are eligible for ratings only.

### **Equipment Provided**

- Concert ensembles: 1 Piano, 4 timpani, 1 concert bass drum, chimes, 1 xylophone, 1 gong, 1 marimba, 1 vibraphone, and 1 set orchestra bells (glockenspiel) with stand.
- Jazz bands: 1 Piano, 3 microphones, 1 trap set, and 1 bass amp.
- You must provide own sticks, mallets, patch cords, guitar amp, and all other percussion equipment, including snare drums.
- Note that provided instruments are only provided on the stage and may not be available in the warm-up room.
- If you require equipment or instruments that do not appear on the provided list, please contact your Account Manager regarding availability at the site. Heritage Festivals is not able to provide rental instruments. Should your ensemble have a need for rental instruments for use at the festival, you must make your own arrangements. (Suggestion: Google "instrument rental [festival city]" to get started.

## **B. Parade Band, Marching Band and Parade Review**

If your marching and/or parade band is participating in an exclusive parade event such as Hyack Parade or Disneyland Parade, etc. there will be separate instructions that will be communicated to you by your Account Manager and/or parade organizers.

Here are some general guidelines for all parades:

- All members of the unit must come dressed (uniforms, theme costumes, or outfits) and ready to march in the parade. Dressing facilities are not available on-site.
- Your selection of music should be well rehearsed before your parade performance. Warm-up is permitted and encouraged in specific sections of the staging area. Be prepared to play continuously during the parade.



- We recommend that you practice at a speed of 2.5 miles per hour. The speed calculates to the following ratios:
  - 10 yards in 8 seconds
  - 73 yards in 1 minute
  - 440 yards in 6 minutes
  - 1 mile in 24 minutes

### **Instructions for Adjudicated Parade Review**

The following instructions pertain to the marching and parade bands scheduled for performance at a Heritage Festival location, with festival adjudicators reviewing.

#### **Time Allotments**

- Total time to be scheduled is 20 minutes, including set up, warm up, and performance.
- We recommend actual performance time not to exceed 10 minutes. There is no need to pause after each selection, so please continue at your own pace. Depending on the event circumstances, a clinic may or may not be provided if the group exceeds the allotted time.

#### **Performance Rules**

The procedures for Parade Review adjudication are as follows:

- The judging area will be 100 yards in length. The beginning and end of the judging area will be clearly marked. You may not set up any unit member in the judging area. There is a five-point penalty, if any member of the band is set up in the judging area.
- The reviewing stand or area is usually positioned to the band's right, and will be located at the midway point of the judging area. You will be notified of any deviation.
- Bands will approach the judging area and will be met by the starter (parade official). The drum major must adhere to the instructions of the starter.
- The starter will give the instruction for the drum major to proceed with the band into the judging area. However, the starter may instruct the drum major to hold to allow time for the preceding band to clear the judging area or to allow judges time to complete scoring of the previous band.
- Bands instructed by the starter to hold in the pre-judging area will have 30 seconds in which to resume forward motion after the signal to proceed has been given to the drum major.
- Judging will commence when the first member of the unit crosses the starting line.
- Once the unit is given the signal to proceed, it must maintain continuous forward motion through the judging area. There is a one-point penalty per occurrence, if the band does not continuously move forward through the judging area once the band is given the signal to proceed.
- Bands are reminded that they should be playing as the first member of the unit crosses the starting line and should continue playing until the last member of the unit crosses the finish line.





- A cadence of approximately mm. 120 must be maintained. Penalty: one-point per violation.
- The drum major is required to render a salute to the reviewing adjudicators. There is one-point penalty for failure to salute.
- Judging will cease when the last member of the unit crosses the finish line.

### **Evaluation and Scoring**

It is in keeping with the philosophy of WorldStrides Performing Arts programs that music is the most important element of a band's performance, with marching & maneuvering and general effect serving to enhance the presentation. Therefore, the music performance score is more heavily weighted.

Musical Performance.....	40 points
Marching Performance.....	30 points
General Effect.....	30 points
Total.....	100 points

Parade band are exempt from furnishing music scores for their adjudicators.

### **C. Auxiliary Units, Drum Lines, Color Guard, Winter Guard, and Drill Team**

All auxiliary units and drum lines will be adjudicated in conjunction with their respective marching band performances. A separate competition may be staged for various indoor units at certain festival locations.

#### **Time Allotments**

- Auxiliary ensembles are scheduled for a 15-minute period that will include preparation, warm-up, performance and clinic.
- We recommend an actual performance program not to exceed 8 minutes. There is no need to pause after each selection, so please continue at your own pace. Groups will forfeit their clinic if they exceed the allotted time.
- It's up to each ensemble director to assure that their ensemble is ready to perform when scheduled. Compromises in this regard will result in a reduction of available performance and clinic time.

#### **Performance Details**

- Every effort will be made to provide a performance area of 50 feet x 70 feet.
- There are no restrictions on the number of participating members. However, for a balanced performance, a minimum of four members for a Drill Team, and eight members for a Color Guard is suggested.
- Units can approach the performance area and set up at any point either on or off the competitive floor.



- After staging, the captain of the unit should wait for a signal from the adjudicator/clinician before starting the performance.
- Once the unit is announced and the adjudicator/clinician has acknowledged the captain, the performance can begin. Time starts with the first motion of any member of the unit. Performance time should be 4-8 minutes long.
- Once the competition has started, the adjudicator clinician will be the official responsible for answering questions, solving performance problems, etc. The out- of-bounds violation will only be enforced at the front line. No member of the unit may cross this line at any time during the performance or a one-point penalty per violation will result.
- Unit members cannot compete twice in the same division (i.e., Color Guard and Drill Team), unless 50% of the personnel is changed. This rule is to prevent units from competing in two divisions with the exact same show and personnel.

### **Evaluation Criteria**

- The performance will be evaluated on the following criteria: composition and performance.
- Any unit violating any part of a rule, tradition, custom, or breach of contest etiquette where no specific penalty is predefined will be penalized for each such violation. The penalty will not be less than 0.10 of a point and not more than disqualification and will be at the discretion of the adjudicator/clinician.

### **Equipment**

- No pyrotechnics, discharge of arms, pressurized canisters, dangerous materials, flammable liquid, or animals will be permitted in or around the competition area.
- Anyone can place equipment in the competition area prior to the start of the performance. During the performance, dropped equipment may be picked up, without penalty by performing members. Non-performing members cannot pick up dropped equipment unless it is dropped out-of-bounds. There is a one-point penalty for each violation.
- Units must use their own equipment to avoid any unnecessary sound, time, and/or set-up problems. Units must provide their own crew for set-up and operation of equipment. Auxiliaries are responsible for their own sound system (boom box/iPads).
- Rifles, poles, sabers, etc., should have protective equipment to guard against floor damage.



## Possible Awards

WorldStrides Performing Arts prides itself on offering meaningful awards to each ensemble. All participating ensembles at the Heritage Festivals events will receive a beautifully engraved plaque with their ensemble name, director name, along with their award captions. In addition, there are a variety of specialty awards, and each student participant receives a commemorative souvenir pin.

Attendance at the awards ceremony (where applicable) is required in order to receive an award. Schools not attending the Awards Ceremony are not eligible to compete for the 1st through 3rd ranking or for any of the specialty and sweepstakes awards.

### **Adjudicator Award**

The Adjudicator Award is given to choral groups with an average score of 95 or higher; and instrumental groups with an average score of 92 or higher. Adjudicators may also select groups to receive the Adjudicator Award regardless of their score. More than one Adjudicator Award may be given at any festival.

### **Outstanding Band, Choral, and Orchestra Group Award**

The highest scoring band, choir, and orchestra ensembles will receive trophies as the most outstanding groups at the festival regardless of classification or category. (Percussion ensembles, guitar ensembles, parade bands, drum lines and auxiliaries are not eligible for these awards.)

### **Invitations to the Elite Performance Series**

Official invitations to participate in the WorldStrides Performing Arts elite programs including Festival of Gold and/or Festivals at Carnegie Hall are given to traditional choral and traditional instrumental ensembles that receive 90+ ratings at the Heritage Festivals events. Some exclusions apply to Festivals at Carnegie Hall. Vocal jazz, show choir, bell choir, jazz/stage band, percussion ensembles, and guitar ensembles are not eligible.

### **Festival Spirit Award**

The group that best represents their school and community may be given the Festival Spirit Award. The Heritage Festivals staff, along with recommendations from the adjudicators, will determine the winner based upon groups' cooperation and enthusiastic support of all festival activities during their festival journey.

### **Maestro Award**

Adjudicators may select individual student musicians to receive the Maestro Award. This award is given to students who display extraordinary musical ability and sensitivity. More than one Maestro Award may be given at any festival.



### **Ovation Award**

Directors are asked to nominate one student whose contribution to their music program transcends the making of music. This student represents that spirit of determination, inspiration, and service to others that exists in all of us. The Heritage Festivals staff will review the director nominations and will select one student to honor at the Awards Ceremony with a few words about them submitted by their director. Only one Ovation Award is given at each festival.

### **Choral and Instrumental Sweepstakes Award**

A school may enter more than two performing groups that fit the criteria detailed below; however, the school that accumulates the highest number of points for two groups toward a perfect score of 200 determines the winner. In case of a tie, two Sweepstakes Trophies will be awarded.

Choirs wishing to qualify for the Choral Sweepstakes Award must enter two choirs from the following list of groups:

- Concert choir, upper voice choir, lower voice choir, chamber choir, madrigal choir, vocal jazz choir and show choir.
- At least one of the two qualifying choirs must be a concert choir or a traditional choir.
- Instrumental groups wishing to qualify for the Instrumental Sweepstakes Award must enter two instrumental groups selected from the following:
  - Concert band, wind ensemble, symphonic band, jazz/stage band, full orchestra, chamber orchestra, string orchestra (percussion ensembles, guitar ensembles, drum lines, parade bands, and auxiliaries are excluded.)
  - At least one of the two qualifying instrumental ensembles must be a concert band, wind ensemble, symphonic band, full orchestra, chamber orchestra or string orchestra.

### **The Festival Sweepstakes Award**

Only schools that bring choral and instrumental groups are eligible for the Festival Sweepstakes Award. To qualify for the Festival Sweepstakes Award, schools must enter one choral group, one instrumental group, and a third musical group from either discipline. (Percussion ensembles, guitar ensembles, drum lines, parade bands, and auxiliaries are excluded from consideration for this award).

The school that accumulates the highest number of points towards a perfect score of 300 determines the winner. In the case of a tie, more than one Festival Sweepstakes Trophy will be awarded.

### **Caption Awards for Parade Bands**

Caption awards for Best Music, Best Marching & Maneuvering, Best Drum Major, Best Auxiliaries, Best Percussion, and Best General Effect will be awarded at festivals where at least two bands are competing in the same class.



In case of damage or misplacement of plaques and trophies due to unforeseen circumstances or in the event of a tie, we will promptly ship out a replacement directly to the school.

## Elite Performing Opportunities

WorldStrides Performing Arts proudly offers a series of elite performing festivals to celebrate excellence: The Festival at Carnegie Hall, Festival of Gold, and Festival at Roy Thomson Hall. We want to give the most skilled and dedicated student ensembles the chance to perform on America's premier stages, under the batons and discerning eyes of world-renowned conductors and adjudicators.

If your ensemble is chosen to attend by either receiving a Gold 90+ rating and an invitation from the Heritage Festival events, or by audition selection, your ensemble ranks among the very best in the country and your students will perform on the same stages graced by the most talented musicians of the 20th and 21st centuries. When you travel with your students to the elite performing events, you can look forward to countless "a-ha" moments as they channel the creative inspiration of the cities (New York City, Chicago, San Francisco, Toronto, or Nashville) that have influenced so many great names in music.

### Festival at Carnegie Hall

When you attend the Festival at Carnegie Hall, you will be taking advantage of an invitation-only rare opportunity reserved for the small number of ensembles with the proven performance credentials. You and your students will enjoy the whirlwind of preparation and excitement leading up to their Carnegie debut; valuable access to the renowned adjudicators and conductors; preparation and live performance on the Carnegie Hall's largest stage, the Ronald O. Perelman Stage in the Isaac Stern Auditorium; and exposure to other elite ensembles. What's more, when they aren't rehearsing, they'll get to explore and absorb the culture of New York City, a world-class center for the arts.

An invitation to attend the Festival at Carnegie Hall is given to ensembles with the following criteria:\*

- Traditional choral ensembles from high schools that achieved Gold 90+ ratings and received invitations
- Traditional choral ensembles by audition acceptance
- Traditional instrumental ensembles by audition acceptance

\*Participation is selective, and space is limited. An invitation is good for only two years. Vocal jazz and show choir groups are excluded. Traditional choral ensembles include concert choir, chamber choir, mixed choir, a cappella choir, upper voice choir, lower voice choir, madrigal choir. Traditional instrumental ensembles include concert band, symphonic band, wind ensemble, full orchestra, chamber orchestra, string orchestra.



## **Festival of Gold**

Celebrating, recognizing, and encouraging musical excellence, the Festival of Gold is really four fabulous experiences in one; a festival performance; in-depth, hour-long clinic time with our esteemed clinicians; an encore concert at an elite venue; and Honor Ensemble distinctions. Festival of Gold event is not a competitive event, but through our renowned clinician partners, we conduct, mentor, and adjudicate all festival participants. Ensembles attending the Festival of Gold will experience the culture, attraction and performance on the storied stages of Chicago, Los Angeles, Nashville, and San Francisco.

An invitation to attend the Festival of Gold is given to ensembles with the following criteria:\*

- Traditional choral ensembles who achieved Gold 90+ rating at a Heritage Festival.
- Traditional instrumental ensembles who achieved Gold 90+ rating at a Heritage Festival.
- Traditional choral and instrumental ensembles by audition acceptance.
- Traditional ensembles with a documented Superior rating at their most recent state contest.

\*Participation is selective, and space is limited. Vocal jazz, show choir, bell choir, jazz band, and percussion ensembles are excluded. Traditional choral ensembles include concert choir, chamber choir, mixed choir, a cappella choir, upper voice choir, lower voice choir, madrigal choir. Traditional instrumental ensembles include concert band, symphonic band, wind ensemble, full orchestra, chamber orchestra, string orchestra.

## **Festival at Roy Thomson Hall**

New in 2024! Our elite invitational festivals have now reached Canada with an opportunity to perform in Toronto's gorgeous Roy Thomson Hall. Ask your Performance Travel Specialist for full details. An invitation to attend the Festival at Roy Thomson Hall is given to ensembles with the following criteria:\*

- Traditional choral ensembles from high schools that achieved Gold 90+ ratings and received invitations
- Traditional choral ensembles by audition acceptance
- Traditional instrumental ensembles by audition acceptance

\*Participation is selective, and space is limited. An invitation is good for only two years. Vocal jazz and show choir groups are excluded. Traditional choral ensembles include concert choir, chamber choir, mixed choir, a cappella choir, upper voice choir, lower voice choir, madrigal choir. Traditional instrumental ensembles include concert band, symphonic band, wind ensemble, full orchestra, chamber orchestra, string orchestra.



## SAMPLE ADJUDICATION FORMS

### ADJUDICATION FORM

CONCERT CHOIR / CHAMBER CHOIR / MADRIGAL/  
LOWER VOICE CHOIR / UPPER VOICE CHOIR

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>TONE:</b> Appropriateness to style, control, projection, quality, support, vitality, beauty.	15	
<b>INTONATION:</b> Chords, melodic line, tutti section.	15	
<b>INTERPRETATION:</b> Appropriate tempo and dynamics, articulation/inflections, musical sensitivity, phrasing, stylistic authenticity, understanding of lyrics, vitality, expression, appropriate performance, practice.	15	
<b>BALANCE:</b> Contrasting dynamics within choir or between voices.	10	
<b>BLEND:</b> Blend of individual voices and among sections of the choir, appropriate to style, unification, vowel purity, and consistency.	10	
<b>DICTION:</b> Beginning, inner, and ending consonants, clarity of words, vowels, consistency, attention to attacks and releases.	10	
<b>RHYTHM:</b> Accuracy of time values, attacks and releases, precision, stylistic authenticity.	10	
<b>MUSIC:</b> Choice and variety, degree of difficulty, and quality.	10	
<b>GENERAL EFFECT:</b> <u>Attitude:</u> Communication with the audience, confidence, energy, excitement, facial & body expression. <u>Appearance:</u> General stage appearance & deportment.	5	
<b>TOTAL SCORE</b>	100	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A-J</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50
The final rating awarded to the group is based on the average score of all of the adjudicators.		




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ADJUDICATOR'S SIGNATURE





## ADJUDICATION FORM

### SHOW CHOIR SWING CHOIR

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>tone:</b> Appropriateness to style, control, projection, quality, support, vitality, beauty.	15	
<b>INTERPRETATION:</b> Appropriate tempo and dynamics, articulation/inflections, emotion, expression, musical sensitivity, phrasing, stylistic authenticity, understanding of lyrics, vitality.	15	
<b>INTONATION:</b> (1) Tuning of individual cords, and/or (2) Maintaining tonal center, (3) Correct pitches overall.	10	
<b>BALANCE/BLEND:</b> Appropriateness to style, blend of individual voices and sections, contrasting dynamics within choir or between voices and instruments, sensitivity to solos.	10	
<b>DICTION:</b> Beginning, inner, and ending consonants, clarity of words, vowels, consistency.	10	
<b>RHYTHM:</b> Accuracy of time values, attacks and releases, precision, stylistic authenticity, time feel.	10	
<b>GENERALEFFECT:</b> <u>Attitude:</u> Communication with the audience, confidence, energy, excitement, facial & body expression. <u>Appearance:</u> Clothes are coordinated, have color appeal, and are appropriate to the style of the ensemble or the show, microphone technique, staging.	10	
<b>CHOREOGRAPHY I:</b> Precision of movement, strength and energy movement.	10	
<b>CHOREOGRAPHY II:</b> Degree of difficulty, variety, stylistic authenticity.	5	
<b>MUSIC:</b> Choice and variety, degree of difficulty, effective opening and closing of songs, pace of songs, programming, smooth transitions between songs (no dead space), sense of climax, sustained interest.	5	
<b>TOTAL SCORE</b>	100	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A- J</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50
The final rating awarded to the group is based on the average score of all of the adjudicators.		




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ADJUDICATOR'S SIGNATURE



## ADJUDICATION FORM

### JAZZ CHOIR

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>STONE:</b> Appropriateness to style, control, projection, quality, support, vitality, beauty.	15	
<b>INTERPRETATION:</b> Appropriate tempo and dynamics, articulation/inflections, emotion, musical sensitivity, phrasing, stylistic authenticity, understanding of lyrics, vitality.	15	
<b>INTONATION:</b> (1) Tuning of individual cords, and/or (2) Maintaining tonal center, (3) Correct pitches overall.	10	
<b>BALANCE:</b> (1) Between choir sections, (2) Between voices and instruments, (3) Sensitivity to solos.	10	
<b>BLEND:</b> (1) Of individual voices within choir sections, (2) Between sections of the choir, (3) Sensitivity to solos.	10	
<b>DICTION:</b> Beginning, inner, and ending consonants, clarity of words, vowels, consistency.	10	
<b>RHYTHM:</b> Accuracy of time values, attacks and releases, precision, stylistic authenticity, time feel.	10	
<b>GENERALEFFECT:</b> <u>Attitude:</u> Communication with the audience, confidence, energy, excitement, facial & body expression. <u>Appearance:</u> Clothes are coordinated, have color appeal, and are appropriate to the style of the ensemble or the show, microphone technique, staging.	10	
<b>MUSIC:</b> Choice and variety, degree of difficulty, effective opening and closing of songs, pace of songs, programming, smooth transitions between songs (no dead space), sense of climax, sustained interest.	5	
<b>CREATIVITY:</b> (if applicable) New ideas and sound, vocal improvisation.	5	
<b>TOTAL SCORE</b>	100	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A-1</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50
The final rating awarded to the group is based on the average score of all of the adjudicators.		




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ADJUDICATOR'S SIGNATURE



## ADJUDICATION FORM

CONCERT BAND  
WIND ENSEMBLE  
SYMPHONIC BAND

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>tone:</b> Appropriateness of style, control, projection, vitality, beauty.	20	
<b>intonation:</b> Chords, melodic line, tutti section.	20	
<b>technique:</b> Articulation, facility, precision, rhythm, attacks, releases.	20	
<b>balance:</b> Ensemble, sectional.	20	
<b>interpretation:</b> Expression, dynamics, artistry, tempo, styling, phrasing.	20	
<b>TOTAL SCORE</b>	<b>100</b>	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A- J</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50
The final rating awarded to the group is based on the average score of all of the adjudicators.		


**WorldStrides**<sup>®</sup>  
 Educational Travel & Experiences

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ADJUDICATOR'S SIGNATURE



## ADJUDICATION FORM

JAZZ BAND  
STAGE BAND

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>TONE:</b> Control, beauty, blend.	20	
<b>INTONATION:</b> Chords, melodic line, tutti section.	20	
<b>TECHNIQUE:</b> Articulation, facility, precision, rhythm, attacks, releases.	20	
<b>BALANCE:</b> Ensemble, sectional.	15	
<b>INTERPRETATION:</b> Expression, dynamics, artistry, tempo, styling, phrasing.	15	
<b>SOLOS:</b> Appropriate style, improvisation, balance.	10	
<b>TOTAL SCORE</b>	100	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A- J</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50

The final rating awarded to the group is based on the average score of all of the adjudicators.


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ADJUDICATOR'S SIGNATURE



**ADJUDICATION FORM**  
 SYMPHONY ORCHESTRA  
 STRING ORCHESTRA  
 CHAMBER ORCHESTRA

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>TONE:</b> Appropriateness of style, control, projection, vitality, beauty.	20	
<b>INTONATION:</b> Chords, melodic line, tutti section.	20	
<b>TECHNIQUE:</b> Articulation, facility, precision, rhythm, attacks, releases.	20	
<b>BALANCE:</b> Ensemble, sectional.	20	
<b>INTERPRETATION:</b> Expression, dynamics, artistry, tempo, styling, phrasing.	20	
<b>TOTAL SCORE</b>	100	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A-J</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50

The final rating awarded to the group is based on the average score of all of the adjudicators.




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ADJUDICATOR'S SIGNATURE



## ADJUDICATION FORM

### PERCUSSION ENSEMBLE

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>PERFORMANCE QUALITY:</b> Musicianship, technique, balance, tuning, clarity	50	
<b>REPERTOIRE:</b> Difficulty of musical selection, musical & technical demands, mallet/ stick selections, tempos.	30	
<b>INTANGIBLES</b> Professionalism, stage appearance, emotional appeal, command of the audience.	20	
<b>TOTAL SCORE</b>	100	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A-J</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50
The final rating awarded to the group is based on the average score of all of the adjudicators.		




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ADJUDICATOR'S SIGNATURE



## ADJUDICATION FORM AUXILIARY

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>COMPOSITION (The designed visual interpretation of the musical program):</b> Musicality, Staging/Coordination, Variety/Creativity, Effectiveness, Appearance.	50	
<b>PERFORMANCE (The accomplished visual expression of the designed program):</b> Technique/Training, Expression/Interpretation, Control/Recovery, Poise/Professionalism, Effectiveness.	50	
<b>TOTAL SCORE</b>	100	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A-J</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50

The final rating awarded to the group is based on the average score of all of the adjudicators.




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ADJUDICATOR'S SIGNATURE





## ADJUDICATION FORM

### PARADE REVIEW BAND

CATEGORY	MAXIMUM SCORE	ACTUAL SCORE
<b>MUSICAL PERFORMANCE:</b> Tone quality, intonation, balance, rhythm, technique, accuracy, interpretation, musical effect.	40	
<b>MARCHING PERFORMANCE:</b> Carriage (body and instrument), individual problems (out of step, attention, eyes forward, etc.), alignment, intervals, exposure to error.	30	
<b>GENERAL EFFECT:</b> Entrance, exit, showmanship, variety, repertoire, coordination of elements, continuity, correlation of movement and music.	30	
<b>TOTAL SCORE</b>	100	

CAPTION AWARDS	MAXIMUM SCORE	ACTUAL SCORE
<b>PERCUSSION:</b> Uniformity, precision, contribution, musicality, difficulty, tuning, tone, note accuracy	100	
<b>AUXILIARY:</b> COMPOSITION: Musicality, staging coordination, variety/creativity, appearance PERFORMANCE: Technique/training, expression/interpretation, control/recovery, poise/professionalism.	100	
<b>DRUM MAJOR:</b> LEADERSHIP: Control of band, conducting, appearance/showmanship. EXCELLENCE: Posture/carriage, poise/professionalism, twirling/visuals.	100	

<u>SCORING/ AWARD LEVEL</u>	<u>3A-2A</u>	<u>1A- J</u>
SUPERIOR (GOLD)	90-100	85-100
EXCELLENT (SILVER)	80-89	75-84
GOOD (BRONZE)	65-79	60-74
MERIT	50-64	50-59
FESTIVAL	Below 50	Below 50
The final rating awarded to the group is based on the average score of all of the adjudicators.		




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ADJUDICATOR'S SIGNATURE



## Insurance Information

WorldStrides automatically provides the following protection to all participating groups:

### **Accident and Illness Insurance**

WorldStrides provides accident and illness insurance coverage for each participant. Ask your Account Manager for more details.

### **Liability Insurance**

WorldStrides carries one of the most extensive and comprehensive liability insurance policies in the student travel industry. Call if you wish to receive a copy of our certificate of insurance. Upon request, WorldStrides can also name your school as an additionally insured party.

### **USTOA Travelers Assistance Program**

WorldStrides shares the coverage available under the USTOA \$1 Million Travelers Assistance Program. As an Active Member of the USTOA, WorldStrides is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. Further, you should understand that the \$1 Million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides Performing Arts. Complete details of the USTOA Travelers Assistance Program and a list of affiliates may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, by e-mail to [information@ustoa.com](mailto:information@ustoa.com), or by visiting their website at [www.ustoa.com](http://www.ustoa.com).





**AMERICAN INCOME LIFE**  
insurance company

**SPECIAL RISK**  
DIVISION

**Claim Report Form**

## How to File a Claim

The Claim Report Form **MUST** be completed by the Program Leader or Chaperone, who is **UNRELATED TO THE PATIENT**, within 30 days of the injury or illness to open a claim with American Income Life Special Risk Division (AIL SRD).

**PLEASE FILL IN THE FOLLOWING (as much information as is available) in Parts 1-4.**

- Part 1: Name of Group/School and Trip ID; Travel dates of program
- Part 2: Name of patient/injured person, date of birth, and current mailing address
- Part 3: Date of injury or illness; Details of how and where it occurred
- Part 4: Verification signature by Program Leader or Chaperone

Once the claim has been opened and American Income Life Special Risk Division (AIL SRD) is notified of the injury or illness, expenses and invoices from hospitals or medical facilities can be submitted within 52 weeks of the injury or illness.

For claim review, provide the following when available:

- Itemized statements, including diagnosis and procedure codes, for services rendered by physician or hospital
- Prescription receipts complete with patient's name, Rx number, name of prescription, and price
- If payment has been made, proof of payment along with an itemized bill (Proof of payment would be a paid receipt from provider, credit card receipt, or cancelled check)
- Explanation of Benefits for claims paid by personal insurance.

### **NOTE:**

Payment is made directly to the medical provider unless otherwise indicated on Part 5 of the Claim Report Form.

*Email, Fax, or Mail the completed Claim Report Form directly to AIL SRD. DO NOT rely on medical providers to forward information.*

American Income Life Insurance Company  
Special Risk Division  
P.O. Box 50158  
Indianapolis, IN 46250  
Phone: 800-849-4820  
Fax: 317-849-2793

Claims Department Email: [claimsSRD@aillife.com](mailto:claimsSRD@aillife.com)

Website: [www.aillspecialrisk.com](http://www.aillspecialrisk.com)





**AMERICAN INCOME LIFE**  
insurance company

**SPECIAL RISK**  
DIVISION

## Claim Report Form

**\*\*Must be completed by the Camp Director, a Chaperone, or a Group Leader of the Event UNRELATED to the patient.\*\***

**P  
A  
R  
T  
1**

Policy # 2552C WorldStrides      Serial # N/A      Dates Person Was Insured (Trip Dates)  
Name of Policy Holder/Group (Group Name & Trip ID)

**P  
A  
R  
T  
2**

Name of Patient \_\_\_\_\_  
Patient Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex M F  
Patient Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Patient is:**  
 Camper/Member  
 Counselor/Instruct.  
 Salaried Staff  
 Eligible Worker Comp.  
 Summer Staff  
 Volunteer Leader

### Injury – Illness Report

**P  
A  
R  
T  
3**

Date of Injury/Illness: \_\_\_\_\_ Time: \_\_\_\_\_ Group Activity: Educational Tour  
Nature of Injury or Illness: \_\_\_\_\_ Was this condition already present before this person became insured?  Yes  No  
Describe How and Where Injury Occurred (explain fully): \_\_\_\_\_ *If yes, please explain*

If there was no medical treatment during insured period, was injury or illness reported to staff member?  Yes  No

*Office Use:*

### Verification Signature

This form is to be completed by the Camp Director, Chaperone, or Group Leader of the Event UNRELATED to the patient.

I hereby certify that this was a supervised group activity sponsored by the organization covered under this policy.

**P  
A  
R  
T  
4**

I was the:  Camp Director  Chaperone  Group Leader  Other (define) \_\_\_\_\_ *(cannot be related to patient)*  
Name of Camp/Club (Group Name & Trip ID) \_\_\_\_\_  
Contact (Print Name) \_\_\_\_\_ Title \_\_\_\_\_  
Signed \_\_\_\_\_  
Day Time Phone \_\_\_\_\_ Email \_\_\_\_\_

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Contact the claims department with questions.  
Phone: (800) 849-4820 Email: [claimsSRD@aillife.com](mailto:claimsSRD@aillife.com)

Send completed claim form to:  
Mail: AIL-SRD, PO Box 50158, Indianapolis, IN 46250  
Email: [claimsSRD@aillife.com](mailto:claimsSRD@aillife.com)  
Fax: 317-849-2793





**AMERICAN INCOME LIFE**  
insurance company

**SPECIAL RISK**  
DIVISION

**Claim Report Form**

Name of Patient \_\_\_\_\_ Patient Date of Birth \_\_\_\_\_

Patient Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ASSIGNMENT FORM – Receipts must be enclosed**

*ONLY COMPLETE IF MEDICAL BILLS HAVE BEEN PAID BY PATIENT/GUARDIAN*

P  
A  
R  
T

**I hereby authorize the American Income Life Insurance Company to pay benefits on the above claim to:**

(Payee Name) \_\_\_\_\_ is to be reimbursed.

5

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

**Release of Medical Information Authorization**

P  
A  
R  
T

I hereby authorize any licensed physician, medical practitioner, hospital, clinic or other medical or medically-related facility, insurance company, the Medical Information Bureau or other organization, that has any records of me or my health, to give to the American Income Life Insurance Company or its reinsurers any such information with respect to illness, injury, medical history, consultation, or treatments which include alcohol, drug or chemical dependency treatment. Information received is for the purpose of evaluating this claim and determining our liability under your existing coverage with American Income Life Insurance Company. This authorization shall remain valid for one year. You have the right to receive a copy of this authorization upon request. A photographic copy of this authorization shall be as valid as the original.

6

\_\_\_\_\_  
Signature of Patient/Guardian/ or Personal Representative

\_\_\_\_\_  
Date

Contact the claims department with questions.  
Phone: (800) 849-4820 Email: [claimsSRD@aillife.com](mailto:claimsSRD@aillife.com)

Send completed claim form to:  
Mail: AIL-SRD, PO Box 50158, Indianapolis, IN 46250  
Email: [claimsSRD@aillife.com](mailto:claimsSRD@aillife.com)  
Fax: 317-849-2793

