



WorldStrides
Educational Travel & Experiences



WorldStrides Performing Arts Festival of Gold Director's Guidebook

Your guide to a successful
travel and festival experience

worldstrides.com/perform
800-223-4367



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Welcome to WorldStrides Performing Arts!

Thank you for choosing to participate in our Festival of Gold program. We are excited to be your partner in music education! For more than 55 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 and performance 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. 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.

The **Festival of Gold Artistic Director** is your on-site host and is responsible for all music-related details of your performance event. The Artistic Director will work closely with you in the months leading up to your performance to answer questions and ensure that all of your needs are met before you step out on stage, including performance and clinic schedule, organizing Honor Ensembles, and Encore Concert details.

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.



Meet your Artistic Director: Dr. Michael Huff

Contact info: MichaelHuff15@gmail.com

Dr. Michael Huff has been the Artistic Director of the Festival of Gold series since 1994. He has been called “a triple threat”, owing to his rare versatility as a conductor, pianist, teacher, arranger, and show producer, and his uncommon ease in nearly all genres of music – choir, band, orchestra, classical, jazz, and all forms of popular music.

Michael’s career has followed an unusual arc that can be measured in decades – as Music Director at Lagoon Amusement Park and at theatres throughout Utah during the ‘80’s while he was in college; in the ‘90’s working for Heritage Festivals as an event producer-sales-marketing-director producing college bowl game halftime shows and major festival events all over America; in the ‘00’s as a freelance conductor-performer-producer-arranger; part-time professor at the University of Utah with stops at Westminster College and Weber State University; as a full-time professor at Utah State University from 2010-2013; helping to lead the Music Education- serving non-profit organization, Legacy Music Alliance from 2013-2015, and now as Director of Choral Activities and Dean of Fine Arts at Snow College in Ephraim, Utah, where he leads the Cadence Chamber Choir, Women’s Chorale, A Cappella Choir, and Central Utah Master Chorale. It is with the Snow College Women’s Chorale that Dr. Huff made his ACDA conducting debut, leading them in a performance at the 2022 Western Region Conference.

During all these decades, Michael has never been off the podium, focusing primarily on choral music, as Conductor of the South Davis Civic Chorale & Orchestra from 1991-1998, Associate Conductor and Principal Accompanist for the Utah Symphony Chorus from 1994-2003, Conductor of the Salt Lake Symphonic Choir from 2007-2009, and from 2009- 2015 as Artistic Director and Founding Conductor of Utah Voices (www.utahvoices.org), with whom he made his Carnegie Hall conducting debut in June 2014.

Michael has been a guest conductor with the Salt Lake Symphony and the American Festival Orchestra, and has appeared as a conductor-for-hire, with David Archuleta, Kurt Bestor, Diamond Rio, and ARRIVAL from SWEDEN – the music of ABBA. His work as a show and event producer has him in regular contact with many of the world’s finest conductors and educators, and with international performing artists. One annual tradition among many: he has produced the half time show for WorldStrides at the AutoZone Liberty Bowl in Memphis since 1989. He is also in regular demand to conduct All-State and Honor Choirs, as a public speaker and advocate for music education, and assisting professional organizations with conferences. He served as Program Chair for the 2015 National Conference of the American Choral Directors Association (ACDA) in Salt Lake City, and served on the organizing committee for the 2018 ACDA Western Division Conference (Pasadena) and the 2019 ACDA National Conference (Kansas City) and 2021 ACDA National Conference (Dallas – On-line).

Michael studied piano as a youth at the Hochschule fur Musik in Frankfurt, Germany, and holds the Bachelor of Music degree in Instrumental Music Education and the Master of Music degree



in Choral Conducting from the University of Utah, and the Doctor of Musical Arts degree in Choral Conducting from Arizona State University. Of his unusual career path, he simply says, "It's been a wild ride." He and his wife of 35 years have six children, and now make their home in Utah's center, the majestic Sanpete Valley.

The Festival of Gold Philosophy

The Festival of Gold Series was established in 1993 for the purpose of promoting excellence among secondary school ensembles throughout North America as part of the elite performing events for WorldStrides Performing Arts. The Festival of Gold celebrates, recognizes, and encourages musical excellence and artistry. With an Artistic Staff comprised of the best available musicians in the choral and band & orchestra worlds, each participating ensemble will leave the Festival of Gold with a renewed sense of purpose and achievement.

Festival of Gold Standard

Festival of Gold is comprised of three essential elements: in-depth Individual Ensemble Clinics, Festival Performances, and Encore Concert featuring top-scoring Festival Ensembles.

Individual Ensemble Clinics

Your ensemble will be scheduled to attend a Clinic Session with one of our guest conductors on day 1 or day 2 of the festival (not both). Clinic sessions are 50-60 minutes in length. To schedule your ensemble's clinic time, you may contact the Artistic Director directly, or you may contact your Account Manager, who will work with the Artistic Director to schedule your clinic that best suit your itinerary.

Festival Performance Sessions

Scheduling Your Performance

All festival ensembles will perform in the best available concert hall. The artistic director organizes the performance schedule according to ensemble type and size. The performance schedule will be distributed once all Ensemble Performance Information Forms are received from directors.

Performance Day Expectations

The Festival Day is divided into several sessions – one for choirs, one for bands, and one for orchestras. Each ensemble is required to be present at the festival in strict accordance with the festival schedule.

The Festival Performance Schedule is designed to assure that nobody performs to an empty house. The number of participating ensembles will guide the schedule. In any case, everyone should plan to spend about 3-4 hours at the Concert Hall on Festival Day.

Each ensemble is expected to be punctual in arriving at the performance venue for their Festival Performance Session. Each ensemble director must sign in and out at the reception



table at the beginning and end of his/her respective performance session. Directors must also furnish three (3) original sets of music measure-numbered scores for each of the selections or the adjudicators. The scores will be returned back to the director after the performances.

Encore Concert

The Festival of Gold concludes with the Encore Concert, and all ensembles are expected to attend and participate in the Encore Concert. Encore Concert features these ensembles:

- Top-Scoring Festival Ensembles (1 Band, 1 Choir, 1 Orchestra, 1 “At-Large”). The size and population of the Festival may lead to differing plans, with the goal of featuring as many performances as possible within a reasonable time frame.
- Festival Ensembles (a Festival Choir, with optional Festival Band and/or Orchestra)

Only Ensembles that fully participate in the Festival Ensembles are eligible for a “Top-scoring Ensemble” spot on the Encore Concert.

All selected Festival Ensemble participants are required to attend all respective Festival Ensemble rehearsals.

Festival of Gold Commitment

We are committed to providing you and your students with an unparalleled festival experience. Everything we know about music, production, and travel is being focused on this objective. We are honored by your choice to perform with us and will do everything possible to assure that all aspects of the Festival of Gold are executed with precision, professionalism, and artistry.



Schedule of Important Deadlines

As a traveling group, you have two types of trip payment options: group-billed and individual-billed. The group-billed option means your program/school pays as a group in a set number of installments starting with the initial group deposit. The individual-billed option means your students/parents will pay for their own trip online directly to WorldStrides in a set number of installments starting with an initial deposit of \$99/person. Here are the important group-billed installment deadlines for 2024, as well as a few other important dates to know:

| TIMELINE | | Festival of Gold 2024 | |
|--|--|---|---|
| Registration >>> | | Group Deposit Due | Your non-refundable group deposit holds your spot at the event. The total amount from this deposit will be credited to your account. <i>Heritage Festival and Festival of Gold Deposit Amount Required: \$850</i> |
| 175 days prior to departure >>> | | Second Group Installment Due | Your second installment of \$50 per expected number of participants is due. The total amount from this deposit will be credited to your account. |
| 100 days prior to departure >>> | | Third Group Installment Due | The third installment due is \$250 per expected number of travelers. The total amount from this deposit will be credited to your account. |
| 75 days prior to departure >>> | | Final Balance Due | Your remaining balance is due 75 days prior to trip departure. |
| At least 70 days prior to departure >>> | | Performance Information and Hotel Rooming List Due | 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. |
| 15 days prior to departure >>> | | Late Add-on Balance Due | For any late additions to your itinerary, the final payment will be due no later than 15 days prior to departure. |



Performance Information and Festival Program

For each Festival of Gold, we create a commemorative digital program that will feature every participating ensemble's biography, photos, and the presentation of the individual ensemble's music selections. A printed version may be made available by request.

When you have decided on your music selections, and have your individual and ensemble biographies ready, along with the digital photos, please submit your information here. Please let all your associate directors know about this, and make sure all the directors coming with a performance ensemble is filling this form out. This must be done before the provided deadline or your group's information may not be included in the program.

Performance Selections

Please take into consideration prior to the selection of your program that 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.

- Choral Ensembles: We suggest creating a program lasting not more than 14 minutes, including applause. Your program should include up to 3 selections in contrasting styles that best showcase your singers.
- Instrumental Ensembles: We suggest creating a program lasting not more than 20 minutes, including applause. Your program should include up to 3 selections in contrasting styles that best showcase your players.

The length of some worthy pieces on the list(s) may not allow three (3) selections to be performed within the allotted time limit for each ensemble. Therefore, directors may elect to substitute an extended work for two (2) selections or excerpt an individual movement as one selection.



Helpful links

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

[Online registration](#)

[MyTrip for Rooming Lists](#)

[Copy of Group-Billed Terms & Conditions](#)

[Copy of Individual-Billed Terms & Conditions](#)

[Health and Safety Documents](#)

[Payment portal](#)

[Welcome to Festivals Resource Page](#)

[Fundraising website](#)

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. For groups participating in the individual-billed payment option, parents/students will also make their initial deposit and sign up for the optional Full Refund Program during their registration.

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
- 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 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 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.
- *For individual-billed groups:* view of all registered participants and their status

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 – Available for group-billed payment option only

Encourage your students to visit the WorldStrides fundraising site at 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. Simply click the E-cards option in the top navigation, choose Performing Arts, then Festivals to get started. Please note, the social share functions are not currently available for performing travelers.

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 Performance Travel Specialist for a copy.

Additional resources can be found at 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 directors 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.

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 Artistic Director will communicate the festival event information, such as clinic schedule, performance schedule, encore concert details, and stage set-up and equipment needs. 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. Each student will receive a WorldStrides lanyard to wear for the duration of the festival. The lanyard provides space for each student's name and includes the WorldAssist emergency contact information.

HEALTH & SAFETY GUIDANCE

The well-being and safety of every traveler is our #1 priority. WorldStrides is proud to have an experienced in-house team solely focused on the Health & Safety of our travelers. The following pages include some of our best practices for having a safe experience while traveling. It is important that you share these policies and expectations with each of your travelers. View copies of the forms and policies reviewed in this guidebook on our [Health & Safety Resources page here](#). You may also read more about our commitment to Diversity, Equity, and Inclusion; our Inclusive Housing Policy; View on Gender Identity & Expression; and more on the [Corporate Social Responsibility section of our website](#).

HOW TO REACH WORLDSTRIDES IN AN EMERGENCY WHILE TRAVELING

By phone: WorldAssist +1-800-999-4542 (24/7/365)

By email: worldassistteam@worldstrides.com (monitored 24/7/365)

Travel Smart, Travel Safe

WorldStrides wants you to have a safe and rewarding trip. Travel Smart, Travel Safe is designed to share some best practices based on our experience sending more than 500,000 students annually to both domestic and international destinations. Updated Feb 2024.

Health Safety Tips



Hygiene, Eating, and Drinking

- ✓ Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer (60-95% alcohol content) when soap and water is not available; this is the top precaution against becoming ill while traveling.
- ✓ Avoid touching your face to reduce the chance of illness.
- ✓ Stay well hydrated.
- ✓ If you have food allergies, be attentive during meal periods and ask questions if you have concerns.



Medical

- ✓ Always bring prescription medications in their original pharmacy containers and bring them in your carry-on luggage with a copy of the prescription.
- ✓ If you have a medical ID bracelet, wear it at all times.
- ✓ Be sure to list any medical conditions and prescription medication (with appropriate dosages and generic names) on the medical release form to share with your Program Leader.
- ✓ Travel may increase your risk of exposure to communicable diseases, such as COVID-19, measles, monkeypox, polio, etc. It is important to be aware of signs and symptoms and let your Program Leader know if you are not feeling well. Take steps to keep yourself healthy while traveling.
- ✓ Make sure you are up to date on all routine immunizations.

Insects and Parasites

- ✓ In areas with insect threats, bring and use insect repellent to protect against bites. Wear lightweight long pants, long sleeve shirts, and socks - ideally with pant legs tucked in. Consider treating clothes and hats with permethrin spray prior to travel to further deter insects.
- ✓ Our risk partners at Exlog recommend insect repellents with at least 35% DEET. The percentage of DEET does not indicate effectiveness, just the frequency of reapplication. 15% DEET should be reapplied every 1-2 hours. 25% DEET every 2-4 hours. 35% DEET every 4-6 hours.
- ✓ If using sunscreen, apply it first, then apply insect repellent.
- ✓ Take care to avoid swimming in stagnant freshwater rivers, lakes, and ponds which may contain parasites that can lead to serious waterborne diseases.

Water Safety Tips



At the Pool

- ✓ Only swim when a lifeguard or chaperone is present.
- ✓ Obey pool rules and do not attempt to access hotel pools after they are closed.
- ✓ Pool games are fun, but no horseplay.
- ✓ Do not dive or jump into the shallow end.

At the Beach

- ✓ Only swim when a lifeguard or chaperone is present.
- ✓ Only swim in designated swimming areas.
- ✓ Always practice the buddy system, and never go swimming alone.
- ✓ It is important to understand the beach rules and what different signs and flags mean in the destination so you can follow them.
- ✓ Don't attempt to go swimming in poor weather conditions.
- ✓ Watch out for jellyfish and other sea creatures.
- ✓ Don't forget to pack sunscreen and reapply often.
- ✓ Know how to identify and survive rip currents:



- Rip currents are powerful, narrow channels of fast-moving water that run away from the shoreline.
- Rip currents are dangerous, even for very strong swimmers!
- If caught in a rip current, STAY CALM.
 - Motion for help immediately.
 - Swim parallel to shore to get out of the current.
 - Swim toward the shore once you escape the current.
 - NEVER attempt to enter the current yourself to save someone else. Instead CALL FOR HELP IMMEDIATELY.

Hotel Safety Tips



- ✓ Upon checking in, immediately review evacuation procedures posted in your room; if not posted, ask hotel staff and be sure to know where the nearest emergency exit is in case of fire.
- ✓ When out of your room for the day, do not leave cash, passports, computers, or valuables in plain sight. If the hotel has an in-room safe that is bolted down, you may choose to keep valuables inside.
- ✓ If your hotel room has both a deadbolt and a latch, use both when you are sleeping.
- ✓ Bedbugs, which are typically flat, brownish, and oval in appearance, are a global issue and pose an inherent risk in travel.
 - While a nuisance, remember that bedbugs are not known to carry disease nor are they a sign of uncleanliness.
 - Simple mitigation measures like never placing your luggage on your bed and checking your hotel for signs of bedbugs by pulling back the bed linens and checking the headboard and furniture around the bed, can help mitigate your exposure.
 - Speak up if you see anything suspicious.

Personal Safety Tips



Emergency Contacts

- ✓ Remember to store WorldStrides emergency contact numbers and the number of your Program Leader in your phone.

During Activities

- ✓ Pay attention to the safety briefing and follow all the rules.
- ✓ Make sure to wear any safety equipment provided, such as bike helmets, life jackets, etc.

Situational Awareness

- ✓ Most incidents can be avoided by using common sense and making good choices.
- ✓ Stay alert and focused on the instructions given by your Program Leader and/or Course Leader/Guide.



- ✓ Always use a buddy system and never venture out alone.
- ✓ Be cautious about using your smartphone while in public, especially on public transportation or while walking as this distracts you and may make you more vulnerable to accident or theft.
- ✓ Be aware of your surroundings and suspicious activities, especially when using public transportation; use taxis from hotels or designated taxi stands only; when using rideshare apps, always make sure the car model and license plate match what is in the app.
- ✓ If you see a suspicious package or are in a situation that makes you feel uncomfortable, trust your instincts, leave the area, and report the situation.

Avoiding Crime

- ✓ The most common crime in most destinations is petty theft - either pickpocketing or theft of unattended items.
- ✓ Only carry small amounts of cash or valuables with you and be discreet when make purchases.
- ✓ Leave valuable items at home. If you must carry valuables (laptop, tablet, etc.), never pack them in your checked luggage.
- ✓ If approached and told to hand over your valuables, do not resist. Everything can be replaced—except for you. Only resist if the perpetrator attempts to take you!
- ✓ If you are a victim of crime, alert your Program Leader and/or Course Leader/Guide immediately.

Technology and Social Media

- ✓ Review your security settings on your cell phone and any other electronic devices you bring on your program. Remember to leave home anything that you cannot afford to lose.
- ✓ Do not share passwords or security codes with anyone.
- ✓ Do not share your hotel room number on any technology platform.
- ✓ Do not plug your phone or mobile device into public charging stations, even in airports, as your data may become compromised. Carry your own charger and USB cord and use an electrical outlet instead.
- ✓ Bluetooth settings on mobile devices should be turned off when in mass public areas to prevent malicious actors from connecting to your device.
- ✓ Do not accept "Friend" or "Follow" requests or AirDrop materials from strangers and do not open links without first verifying the identity of the sender.
- ✓ Do not post pictures on social media with a geotag while you are still in the location where the picture was taken.

Rallies, Protests, and Discord

- ✓ Avoid protests, rallies, and large gatherings, even if they seem calm, as they can escalate with little warning.
- ✓ Do not attempt to observe and/or photograph demonstrations. Even if you are a bystander, police may consider you part of the protest if you are lingering to observe or take photos.
- ✓ If someone tries to start an argument with you or anyone in your group about politics, race, or religion, always disengage and walk away.



Communicating Expectations with your Travelers

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.
- Have each traveler complete a [Medical Release Form \(find a copy here\)](#) and return it to you to take with you while on tour.
- 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.

Sample Chaperone Meeting Agenda

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

Review Chaperone Expectations:

The WorldStrides program you have chosen to support offers many unique opportunities and experiences to change your students' lives. As a Chaperone, you are in a unique position to help make the program a positive and enjoyable experience for yourself, your students, and other



adult participants. To promote safety on your program and ensure an enriching experience for all, we ask that you follow the guidelines below. With your help, WorldStrides will be able to provide you and your students an amazing educational journey.

Before departure:

- Thoroughly review this Guidebook with your Director/Program Leader.

During program travel:

- Logistics
 - Work collaboratively with the Program Leader and WorldStrides staff to ensure the execution of the planned itinerary
 - Report any major service provider quality issues to your WorldStrides On-Tour Support Team and work together toward a remedy
- Health & Safety
 - Know the total number of participants (adults and students) in your group and perform frequent headcount checks
 - Enforce the WorldStrides Code of Conduct behavior rules for student and adult participants in partnership with the Program Leader
 - Understand and support the enforcement of the established behavior rules
 - Understand and support proper behavior expectations when visiting memorials, cemeteries, historic homes, theatre performances, museums, and places of worship
 - Stress proper behavior and consideration for other guests in hotels, restaurants and on public transportation
 - Ensure all travelers follow all COVID-19 specific rules established by WorldStrides, you and your Program Leader, and by attractions, sites, and service providers
 - Partner with the Program Leader and WorldStrides On-Tour Support Team to provide support if a participant becomes ill, injured, detained or early program dismissal is required
 - Communicate and coordinate medical care for participants with WorldStrides staff; be willing to accompany and remain with a student requiring medical care
 - Assist the Program Leader with executing the dismissal of a participant for behavior violations, including communications and coordination of return travel arrangements, if applicable
 - Be willing to assume the Program Leader role at any time during the program if the Program Leader is unable to continue in this role due to illness, injury, or other emergency
 - Take appropriate action and notify the Program Leader if you observe, overhear, or otherwise suspect any act of bullying, harassment, or sexual misconduct directed at or involving a participant during the program; report incidents to your WorldStrides On-Tour Support Team and request assistance as needed



Additional best practices to discuss:

- 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.



Code of Conduct

The WorldStrides program you have elected to attend offers many unique opportunities and experiences. Each program is designed to provide an enriched educational experience as well as opportunities to form new friendships. WorldStrides believes that learning best takes place in a safe environment. All participants are expected to demonstrate high standards of conduct, exhibit responsible judgement, and treat others with dignity and respect. It is the responsibility of each participant to be engaged and help make the program a positive and enjoyable experience for all. Throughout the program, all participants are responsible for adhering to the following rules of behavior:

1. Participants are expected to follow all directions given by and all rules and regulations established by the Program Leader and Chaperones.
2. Participants agree to follow the planned itinerary and to be punctual at all times.
3. Physical, verbal, or virtual violence, bullying, cyberbullying, inappropriate language, or inappropriate interactions with others will not be tolerated. Harassment based on real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability, or other protected characteristic is prohibited. To promote the well-being of all participants, if the participant observes, overhears, or suspects such behavior, they should report the behavior to the Program Leader, Chaperone, or a WorldStrides team member.
4. Emailing, posting, texting, airdropping, or otherwise electronically sharing pornographic, derogatory, or offensive language or images with other participants, staff, or members of the WorldStrides community is strictly prohibited. Electronically sending offensive language or images based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability, or other protected characteristic or political affiliation by any means is strictly prohibited.
5. Participants should refrain from taking photographs, creating video or audio recordings of other participants, staff members, or other individuals without their consent.
6. Participants are expected to leave all services (hotels, restaurants, motorcoaches) utilized and sites visited during the programming in the same condition in which they were found. Any property damage, theft, vandalism, unauthorized use, and copywrite violations are the sole responsibility of the participant (and the parent/guardian if participant is a minor). If an incident occurs, the participant (and the parent/guardian if participant is a minor) will be required to work directly with the provider to remedy the situation.
7. Participants are expected to refrain from illegal drug use, vandalism, theft, gambling, or any other type of behavior detrimental to the health, well-being, safety, or reputation of themselves or others.
8. Any behavior resulting in engagement with local authorities will be the responsibility and expense of the participant (and the parent/guardian if participant is a minor).



9. Participants are expected to comply with all rules and regulations established by governmental agencies and service providers including but not limited to airlines, hotels, motorcoach companies, national parks, and national security.
10. Participants are solely responsible for keeping safe possession of all their belongings throughout the program including but not limited to travel documentation and government issued identification (passport, visa, green card). WorldStrides is not responsible for the replacement of any lost, stolen or damaged items while in transit or on the program.
11. Good common sense, respect and consideration for others and their property should be practiced daily.
12. Participants are expected to follow all COVID-19 specific rules established by WorldStrides and the Program Leader and Chaperones, and any rules established by attractions, sites, and service providers.
13. Participants are expected to remain with the group at all times unless the Program Leader specifically allows free time in small groups. Students may never leave the hotel unless accompanied by a Program Leader or Chaperone.
14. Participants must sleep in their assigned hotel room each night. Students are not allowed to engage in any form of sexual activity during the program. The use of vulgar, abusive, humiliating, or threatening language or pictures, practical jokes, or other sexually inappropriate behavior is strictly prohibited.
15. Participants are expected to observe quiet hours at the hotel each evening (typically from 10pm until 6am).
16. Participants are expected to refrain from smoking, vaping of any kind, and are not permitted to consume alcohol unless they are of legal age and have approval from their parent/guardian and Program Leader. Adults who wish to smoke, vape, consume alcohol, or engage in any other activity of an adult nature must do so outside the presence of minor students, at their own expense, and remain in full control of their behavior at all times.
17. Participants must remain respectful of WorldStrides staff and should report any concerns to their Program Leader immediately. Participants may not use abusive, derogatory, or threatening language or engage in abusive or threatening behavior towards WorldStrides staff.

If a participant violates any of these rules, they may be dismissed from the program at the sole discretion of the Program Leader and Chaperones. **In the case of a dismissal the participant will be sent home at their expense (or the expense of the parent/guardian if participant is a minor) without a refund.**



Professional Development

WorldStrides' 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 event, 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.

Academic Credit

Students may register for **Discovery for Credit** coursework before, during, or after the travel portion of the program. Most assignments are designed to be completed after travel, since they ask that students incorporate much of what they learned during the field experience. We encourage students to log on before travel, if time permits, to get a feel for the course and explore its components. There is a 6-month deadline from the return date of travel to complete all online assignments.

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.

WorldStrides holds accreditation through multiple regional agencies, including both corporate-level and school-level accreditation through Cognia (formerly AdvancED). This enables our traveling students to earn academic credit in conjunction with travel programs.

High School Credit

Students who are in grades 6-12 at the time of travel on WorldStrides programs are eligible to enroll in courses to earn high school credit at no additional cost and with no fees. Courses vary in theme, content, and length based on the travel destination. For in-depth descriptions of courses applicable to your program and to register, go to our Academic Credit Portal through the WorldStrides website.

College Credit

Students who are in grades 9-12 at the time of travel on WorldStrides programs are eligible to enroll in courses to earn college credit in conjunction with our university partnership with George Mason University. Some programs include the opportunity to take college credit at no additional cost. If not included, the cost is \$110 for a 1.0 credit course or \$330 for a 3.0 credit course. Courses vary in theme, content, and length based on the travel destination. For in-depth descriptions of courses applicable to your program and to register, access the Academic Credit Portal through the WorldStrides website. Our experience working with successful students in our courses informs our recommendation for choosing the course level that's best for you. These guidelines are quite flexible!

On 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.

An instructional flyer is available for you to distribute to your participants that includes information on signing up. Here's how to register:

- Visit 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.



Festival Details

The Festival of Gold offers the finest festival experience to exceptional choirs, bands and orchestras, by providing performances at the finest concert halls, the best quality adjudication, the most incisive clinics and most memorable musical experiences.

The design, development, and implementation of the Festival of Gold philosophy are strongly influenced by the artistic staff, whose members represent a broad spectrum of the world's music education community. We have engaged several of America's very finest conductors/educators to serve as clinicians, as conductors for the honor ensembles, and as adjudicators for the festival performances.

It is the sincere desire of the artistic staff, which includes the Festival of Gold Artistic Director and the festival adjudicators that all performers receive the kind of positive musical evaluation that will encourage and challenge existing standards of performance.

The Festival of Gold includes elements that will make this an unforgettable experience for you and your students. These are:

- A. Individual Ensemble Clinics
- B. Festival Performances and Adjudication
- C. Encore Concert featuring:
 - Festival Ensembles (Choir, optional Band and/or Orchestra)
 - Top-scoring Festival Ensembles

A. INDIVIDUAL ENSEMBLE CLINICS

Your ensemble will be assigned a 60-minute time slot for an individual ensemble clinic with one of our esteemed clinicians. If you choose to, you may perform your festival literature. The clinician's purpose will not be to have you make drastic adjustments, but rather to assist you in refining your performance to better prepare to do your best at the festival, and to inspire your ensemble in every possible way.

If you have not already done so, please contact your Account Manager or Dr. Michael Huff immediately to inform them of your ensemble clinic time preferences. Clinic sessions are scheduled on Day 1 OR Day 2 of event.

B. FESTIVAL PERFORMANCES AND ADJUDICATION

Festival Performances

All Festival of Gold participating ensembles will be scheduled to perform on Festival Day (Day 3) according to ensemble type (choir, orchestra, band). The Festival of Gold is an Open Class event.



Time Allotments

- Festival ensembles will be scheduled to perform at 15-minute intervals (choir), 25-minute intervals (orchestra) or 35-minute intervals (band) throughout Festival Day.
- It is up to each ensemble director to assure that his/her ensemble is ready to perform when scheduled. Compromises in this regard will result in a reduction of available performance time.
- Choral Ensembles: We suggest creating a program lasting not more than 13 minutes, including applause. Your program should include up to 3 selections in contrasting styles that best showcase your singers. Each choir will have 15 minutes in which to warm up, then 15 minutes in which to enter the stage, perform their program, and exit the stage.
- Instrumental Ensembles: We suggest creating a program lasting not more than 20 minutes, including applause. Your program should include up to 3 selections in contrasting styles that best showcase your players. Each ensemble will have 25 minutes in which to warm up, then 25 or 35 minutes (orchestra or band) in which to enter the stage, perform their program, and exit the stage.

Music Selections

All ensembles are expected to perform appropriate literature. Each ensemble should perform:

- Band & Orchestras: two (2) or three (3) selections
- Choirs: three (3) selections
- Please take into consideration prior to the selection of your program that 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. The length of some worthy pieces on the list(s) may not allow three (3) selections to be performed within the allotted time limit for each ensemble. Therefore, directors may elect to substitute an extended work for two (2) selections or excerpt an individual movement as one selection.
- Ensembles are encouraged to perform selections chosen from the director's state approved music list, or WorldStrides Suggested Music List.
- It is required that we receive your Performance Information by the deadline. This information will be used to prepare the adjudication schedule, the score sheets, the festival program, and trophy engraving.

On festival day **the director must furnish three (3) sets of original scores**, all measures numbered for each selection to be performed. **Please label all scores with the name of your ensemble.**

- Duplicated pieces of copyrighted music are not acceptable unless the selection is out of print, unpublished, or has been ordered but not delivered. If duplicates are submitted, written permission must be obtained from the publisher and submitted with your scores.



Festival Adjudication

Three adjudicators will evaluate the performance of each Festival of Gold ensemble during Festival Performances, giving recorded and written comments. By providing a candid and critical evaluation of the ensembles' performances in combination with the positive musical input to be had in the clinic rehearsals, we mean to achieve the aims set forth in the philosophy of the Festival of Gold.

Evaluation Criteria

All ensembles will be evaluated on their mastery of the following criteria: tone quality, articulation, intonation, balance, dynamics, blend, appearance, poise, rhythmic precision, interpretation (concept, phrasing, expression), and presentation. Each ensemble will receive a composite score from the adjudication panel. The Festival Staff tallies the composite scores. A summary of all ensemble scores is sent to each ensemble director after the festival.

Additional Details:

- Stage Set-up
 - i. Depending upon the venue, the stage may be set with standard choral risers or orchestra risers for choirs, orchestra risers for bands & orchestras, or no risers at all for bands & orchestras. Orchestra risers are deeper than standard choral risers, therefore choral directors should prepare accordingly. A grand piano will be provided.
 - ii. BANDS & ORCHESTRAS: Please complete the Stage Set-up Form and send to the Festival of Gold Artistic Director by the deadline. You may use the stage set up form on this manual pages 27-28 or save an electronic version that you can email directly.
- Percussion Equipment
 - i. The festival will provide chairs and music stands, as well as large percussion equipment, in accordance with the Set-up Form you will have submitted. The following percussion equipment will be provided at the clinic and performance venue:

4 Timpani 23", 26", 29", 32"
 1 Concert Bass Drum 1 Xylophone
 1 Vibraphone
 1 set Orchestral Bells (Chimes)
 1 Glockenspiel w/ Stand
 1 Marimba
 1 Gong (Tam-Tam)



- ii. Consult with the Artistic Director if your ensemble requires any other large percussion instruments. Each ensemble is responsible for any other equipment or instrument needed for their performance. Each ensemble must bring their own sticks, beaters, mallets of all kinds, etc.
- Instrument Rental – Winds, Brass, Strings
 - i. The Festival of Gold is not able to provide rental instruments. Should your ensemble have need of a rental instrument for use at the festival, you must make your own arrangements. (Suggestion: Google “Instrument rental [festival city]” to get started.)

Audience Admission to Festival Performances

Registered adult staff and chaperones will be admitted free to all festival events. Other interested persons may freely observe all Festival Performances, and the Encore Concert.

All ensembles are scheduled to listen to several other performing ensembles. Please be an appreciative and respectful audience. No one will be allowed to enter or exit the Concert Hall during any ensemble’s performance.

Festival Recordings

Every festival performance will be recorded using digital recording equipment. Recording of each ensemble’s Festival Performance will be made available to each ensemble soon after the festival.

C. ENCORE CONCERT

This concert will complete a very intense weekend of music making! As with the other elements of the festival, all ensembles are expected to attend and participate in the Encore Concert. A detailed plan for the Encore Concert will be communicated prior to the festival event by the Artistic Director via email with subject line Final Festivals Details. Performing in the Encore Concert will be:

- Top-Scoring Festival Ensembles (program to be configured depending upon size and population of each Festival event)
- Festival Ensembles (Choir*, optional Band and/or Orchestra**)

* Depending upon the number of Treble Choirs in the festival, we may form a Festival Treble Choir and a Festival Mixed Choir.

**In past years the festival has staged Honor Band and Honor Orchestra at each Festival of Gold event. This created great memories for a lot of students, but many students were left out of this activity. In an effort to include and inspire everyone, the times allotted to Honor Ensemble rehearsal is now devoted to instruction to be given by our Clinicians in each area, the content of which will be defined by the Clinician, in consultation with the Artistic Director. This may or may not lead to a performance. The goal is to give good instruction that will help the instrumentalists on their quest for greater excellence and experience.



Top-scoring Festival Ensembles

Only ensembles that fully participate in the Honor Ensembles are eligible for a “Top-scoring Ensemble” spot on the Encore Concert. Top-scoring Ensembles that will be featured in the Encore Concert will be notified by the Artistic Director via text message and/or email message to the directors after the Individual Festival Performances are completed and adjudication scores are tallied on a concert day.

Festival Ensembles

One of the highlights of the festival and the Encore Concert is the performance of the Festival Choir, to include singers from all Festival of Gold choirs, and led by members of our world-class faculty. We call on members of our Artistic Staff to conduct the Honor Choir.

Festival of Gold will send copies of Festival Choir music selections to each choir director well in advance of the festival. The music will be at a level to be easily grasped and sung.

Festival Choir rehearsals will be held throughout the festival weekend, and Festival Choir singers are required to attend all scheduled rehearsals. We urge all Festival Choirs to be familiar with the music prior to arriving at the Festival of Gold.



SAMPLE ADJUDICATION FORMS

SAMPLE ADJUDICATION FORM

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

PLEASE NOTE: 3 Conductors scores of the selections to be adjudicated, with measures numbered, must be supplied by the Choir Director to the Festival Director at the festival prior to warm-up.

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



SAMPLE ADJUDICATION FORM

CONCERT BAND / WIND ENSEMBLE / SYMPHONIC BAND / SYMPHONY ORCHESTRA / STRING ORCHESTRA / CHAMBER ORCHESTRA

PLEASE NOTE: 3 Conductors scores of the selections to be adjudicated, with measures numbered, must be supplied by the Ensemble Director to the Festival Director at the festival prior to warm-up.

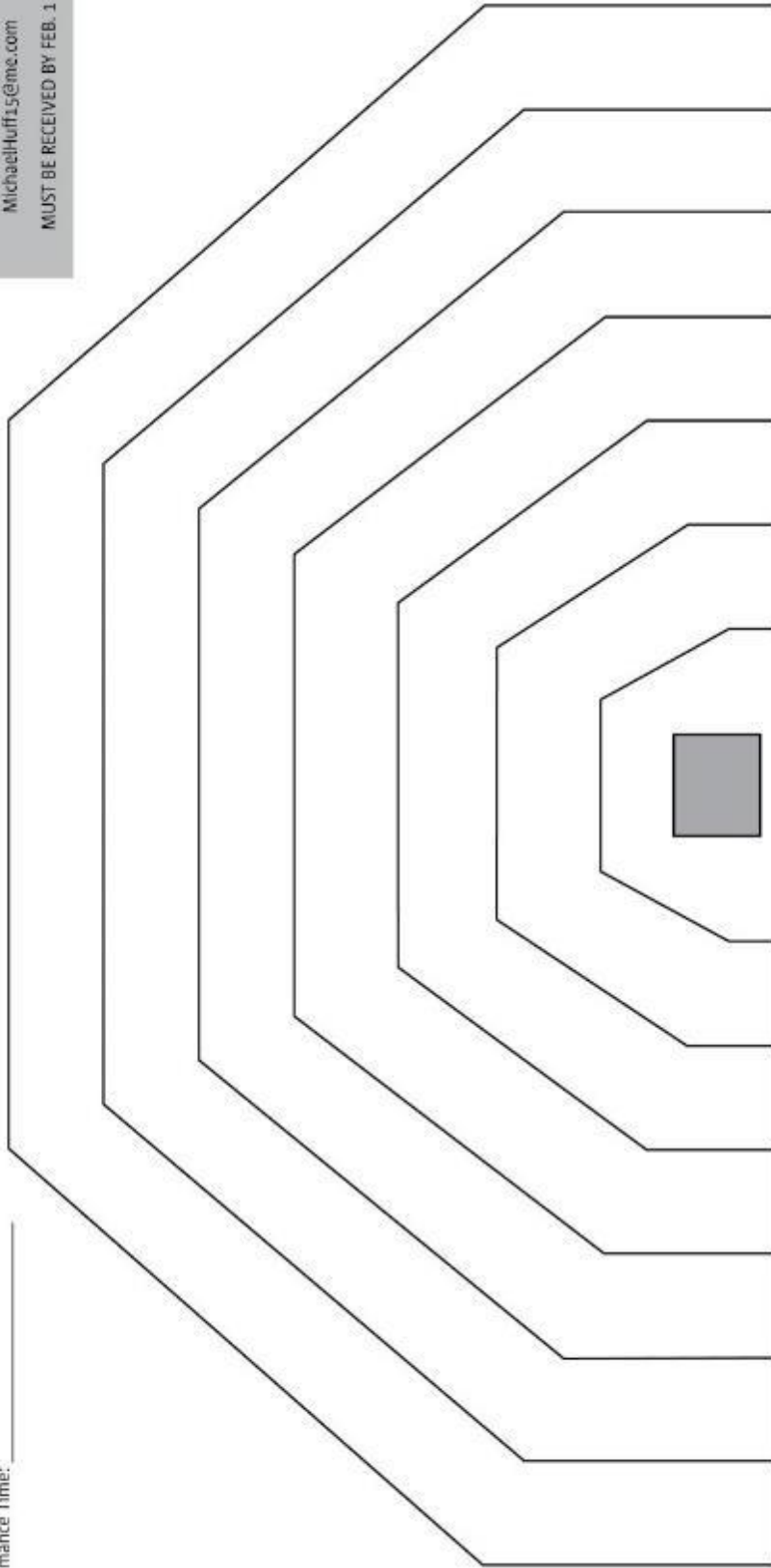
| CATEGORY | MAXIMUM SCORE | ACTUAL SCORE |
|---|------------------|-----------------|
| INTERPRETATION: Appropriate tempo and dynamics, articulation/inflections, musical sensitivity, phrasing, stylistic authenticity, understanding of lyrics, vitality, expression, appropriate performance, practice. | 20 | |
| TECHNIQUE: Articulation, facility, precision, rhythm, attacks, releases. | 20 | |
| TONE: Appropriateness to style, control, projection, vitality, beauty. | 15 | |
| BALANCE: Ensemble, sectional. | 15 | |
| INTONATION: Chords, melodic line, tutti section. | 15 | |
| GENERAL EFFECT: <u>Appearance:</u> General stage appearance & deportment. <u>Attitude:</u> Communication with the audience, confidence, energy, excitement, expression. | 10 | |
| MUSIC: Choice and variety, degree of difficulty and quality. | 5 | |
| TOTAL SCORE | 100 | |
| The final rating awarded to the group is based on the average of all the adjudicators. | | |



SAMPLE STAGE DIAGRAM FOR BANDS

Ensemble: _____
 Performance Date: _____
 Performance Time: _____

INSTRUCTIONS: SCAN and EMAIL to:
 Dr. Michael Huff
 MichaelHuff15@mc.com
 MUST BE RECEIVED BY FEB. 1



| Row 6 | Row 5 | Row 4 | Row 3 | Row 2 | Row 1 |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Chairs _____ | Chairs _____ | Chairs _____ | Chairs _____ | Chairs _____ | Chairs _____ |
| Stands _____ | Stands _____ | Stands _____ | Stands _____ | Stands _____ | Stands _____ |

We will use the following provided equipment.

- ___ 5 Timpani - 20", 23", 26", 29", 32"
- ___ 1 Xylophone
- ___ 1 Vibraphone
- ___ 1 Orchestra Bells (Chimes)
- ___ 1 Concert Bass Drum
- ___ 1 Glockenspiel w/Stand
- ___ 1 Marimba
- ___ Piano

We are bringing the following percussion equipment.

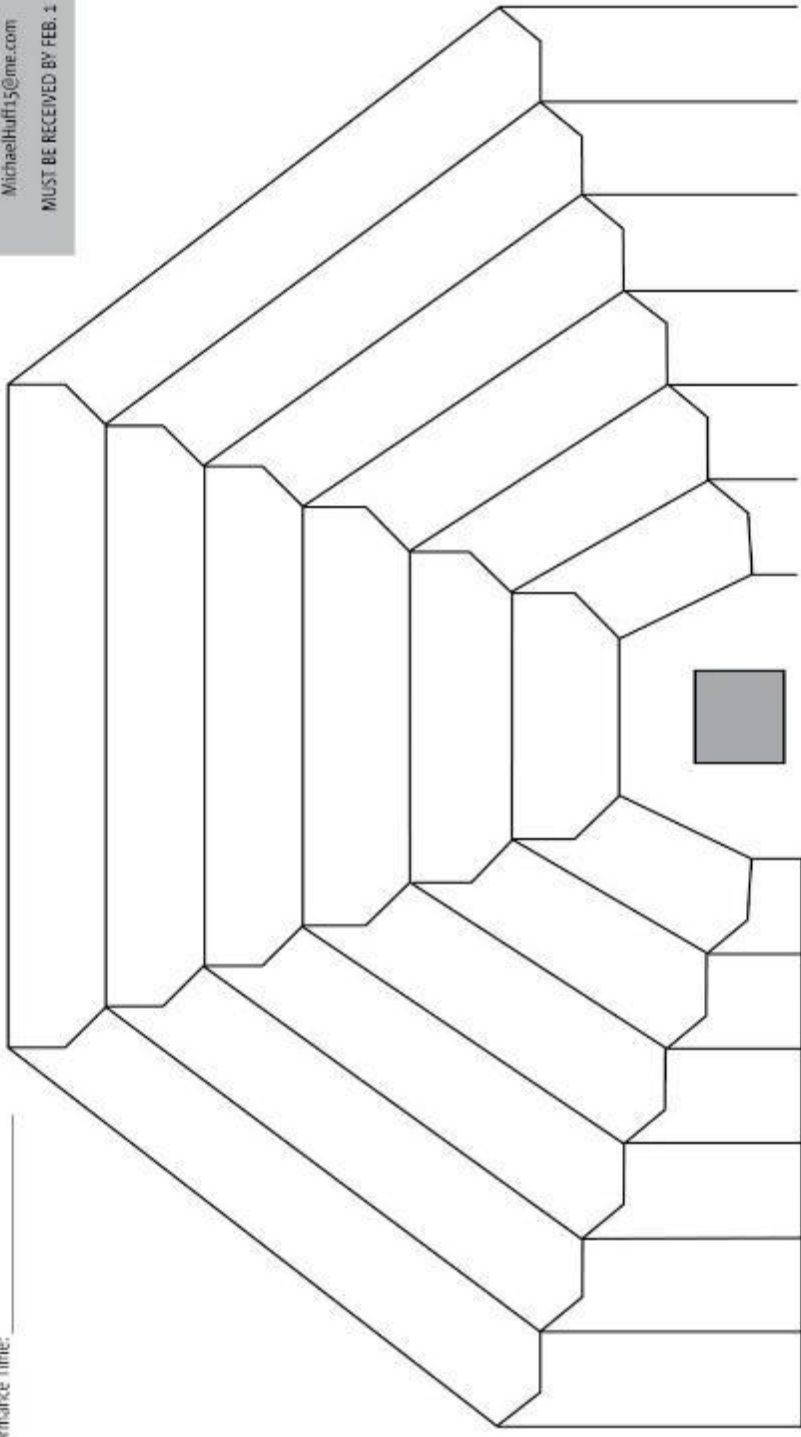
- _____
- _____
- _____
- _____
- _____



SAMPLE STAGE DIAGRAM FOR ORCHESTRAS

Ensemble: _____
 Performance Date: _____
 Performance Time: _____

INSTRUCTIONS: SCAN and EMAIL TO:
 Dr. Michael Huff
 MichaelHuff15@me.com
 MUST BE RECEIVED BY FEB. 1



| | Row 6 | Row 5 | Row 4 | Row 3 | Row 2 | Row 1 |
|--------|-------|-------|-------|-------|-------|-------|
| Chairs | _____ | _____ | _____ | _____ | _____ | _____ |
| Stands | _____ | _____ | _____ | _____ | _____ | _____ |

We will use the following provided equipment.

- _____ 5 Timpani - 20", 23", 26", 29", 32"
- _____ 1 Xylophone
- _____ 1 Vibraphone
- _____ 1 Orchestra Bells (Chimes)
- _____ 1 Concert Bass Drum
- _____ 1 Glockenspiel w/Stand
- _____ 1 Marimba
- _____ 1 Piano

We are bringing the following percussion equipment.

- _____
- _____
- _____
- _____
- _____
- _____
- _____



Insurance Information

WorldStrides automatically provides the following protection to all participating groups:

Accident and Illness Insurance

WorldStrides provides supplemental 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, or by visiting their website at 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

Website: 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.****

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

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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

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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.

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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

Send completed claim form to:
Mail: AIL-SRD, PO Box 50158, Indianapolis, IN 46250
Email: 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

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

(Payee Name) _____ is to be reimbursed.

S

Address _____ City _____ State _____ Zip _____

Date _____ Signed _____

Release of Medical Information Authorization

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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

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

