

March 9, 2010

Dear Pearce Band Student and family,

Soon you will be headed to New York City to participate in the 8th Annual New York Wind Band Festival. Each of you, your Band Directors, the PABC Board, the Travel Committee, the Volunteer Coordinators and the Chaperones have all spent many months preparing for this. This fast-paced and exciting trip is one of the highlights of your Pearce High School Band experience! You will have the opportunity to visit some of the most famous places in the world, interact with musicians from other states and countries as well as perform on the Carnegie Hall stage.

This packet was put together by the Chaperone and Travel Coordinators. It has travel information as well as trip safety information and expectations.

We had many requests for people to be put on a specific flight. Our travel agent tried to accommodate all of them but unfortunately that wasn't possible. We had to balance the number of students with chaperones, to keep families traveling on the same flights, and we had a limited number of seats available on each flight. Please accept our apologies if your request wasn't fulfilled.

Important Directions for finding your flight information: The band is flying on three different American Airlines flights. We were not issued tickets--each person in a Flight Group has the SAME CONFIRMATION NUMBER. Each flight has a LEAD CHAPERONE who has a check list of all persons scheduled for that flight.

It's very important that you get to Pearce at your specified time. The buses will not wait for you! If you miss the bus you will need to get to DFW at least an hour and a half before your flight.

Step 1 - Find your name on one of the 3 posters in the Band Hall. This is your Flight Group. All people in a group are on the same flight and will be arriving at the Pearce parking lot and traveling to DFW airport at the same time.

Step 2 – Take one of the Group instruction memos from the envelope attached to the poster. This has your arrival time at Pearce and your flight confirmation number for both your flight on Saturday, March 20 and Wednesday, March 24. Please don't lose it.

Step 3 - Circle your Group number below:

Group 1 Arrive at Pearce: 4:00 AM Depart Pearce 4:20 AM

Group 2 Arrive at Pearce 6:00 AM Depart Pearce 6:20 AM

Group 3 Arrive at Pearce 8:00 AM Depart Pearce 8:20 AM

Parents: please remember that you are responsible for picking your student up AT THE AIRPORT on Wednesday, March 24. Check www.aa.com for updated arrival times and gate info. Please be prompt!

If you are a parent or other family member who purchased your airline tickets through the band, you are responsible for your own transportation to the airport. We have only enough seats on the chartered buses for our band members, chaperones and faculty.

Our hotel: New York Sheraton Hotel & Towers. 811 7th Ave. New York, 10019 Phone number: 212-581-1000.
<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=421>

New York Wind Band Festival website: <http://www.world-projects.com/>

Emergency Contact Numbers for New York: Dana Christian 972-971-0519 / Kathryn Frish 972-740-3843

Travel Committee

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STUDENT TRAVEL GUIDELINES

On buses:

1. When you board the bus, be seated and quiet so attendance can be taken.
2. Stay seated and use indoor voices.

In General:

1. Be certain that you understand and follow the itinerary at all times. Be prompt!
2. Stay with the PHS band group whenever you leave the hotel. You must be in groups of 4 or more students and communicate regularly with the chaperones.
3. You must sign in and out when leaving the hotel unchaperoned in your groups of 4+
4. The only means of transportation allowed when not with a chaperone is by foot. Do not get into a taxi, subway or bus unless you are with a chaperone.
5. Do not make random acquaintances. Group members (defined above) may enter only PABC-assigned rooms. Additionally, non-group members may not enter a PABC-assigned room.
6. A curfew is printed in the itinerary. Students are expected to remain in their assigned rooms after curfew. For any emergency that arises after curfew, except a hotel emergency (such as a fire), contact your chaperone on his/her cell phone or on his/her room number. *Leaving your room, or having someone else in your room, after curfew will be a severe breach of discipline.* Students who violate this rule may lose the privilege of traveling, and/or receive school disciplinary action, and/or other actions as deemed appropriate by the band directors.
7. If boys and girls are visiting in the same room, the door must be open and the lights must be on. Keep noise level to a minimum as a courtesy to other hotel guests. Significant public displays of affection are discouraged.
8. Be considerate of your chaperones; without them we could not travel. Students are responsible to chaperones and should be polite and responsive to their requests.
9. Room phones are for room-to-room or 911 calls only. Use cell phone for all other calls. All amenities will be turned off and no room charges will be accepted. (No pay per view movies or room service.)
10. The person or persons responsible will pay for any damage to rooms or property. Please check your room on arrival and report any irregularities to your chaperone.
11. Money must be secured (out of sight) in the room when we are gone if you choose not to carry it all with you. Do not leave money lying around in the open.
12. No smoking, lighters or matches are allowed. Smoking will result in school-level disciplinary action.
13. The possession of x-rated materials is not allowed. Possession of this material will result in school-level disciplinary action.
14. Drinking or possession of alcohol or any illegal substance will constitute a severe breach of discipline and will result in band and school disciplinary action.
15. School policy prohibits hazing of any sort. Students indulging in activities that in any way could be construed as hazing will be subject to school-level disciplinary action.
16. **Students who do not follow the guidelines will be subject to disciplinary action, including being sent home at parental expense.**

Packing Instructions for New York March 20-24, 2010

Check the weather forecast when you are packing. The Weather Channel is www.weather.com.

The normal March weather is cold, windy and rainy.

March temperature range for New York City –
Average high of 45 degrees during the day
Average low of 35 degrees at night.
Average rainfall is 4 inches.

We will have fairly long travel days on Saturday and Wednesday; please dress comfortably yet nicely. Wear shoes that are easy to get on and off since you will have to remove them to go through security at the airport. Wear your winter coat - do not pack it. There is no meal service on the flights so pack a snack - food only, no drinks.

All liquids, gels and aerosols that are carried on must fit in a single quart-size, zip-top, clear plastic bag and be under 3.4 oz. These items include lotions, make-up, lip balm, eye drops, etc. Do not pack scissors, nail clippers, needles, etc in your carry-on.

We will be in New York City for three full days and we will be doing lots of walking. Wear comfortable shoes and layered clothing. Bring a warm winter coat, gloves, hat, rain gear and extra socks in case your feet get wet. Girls, please consider bringing a fanny pack/messenger bag instead of a purse; it is much safer.

Do not bring expensive jewelry, expensive cameras or laptop computers.

Note about instruments: Each student is responsible for transporting his or her own instrument. Most people will carry their instrument onto the plane. Unless it is small enough to fit in your backpack, it counts as one of the two items you are allowed to carry on. Some instruments are too big to carry on. Don't worry, if your instrument is one of the few over-sized instruments that must be checked, you will already know this! The Lead Chaperone on each flight will help with this process. The band will pay for the over-sized instruments to be checked.

Refer to the attached luggage memo for an explanation of luggage costs and allowances.

Dress Code - Follow the Pearce Dress Code

Saturday	Daytime - Comfortable clothes you can travel in. Shoes that are easily removed. Evening - Nice slacks or outfit for Broadway show. Remember it will be cold and we will be walking.
Sunday	Daytime - Comfortable clothes for band rehearsals. Nice jeans are okay. Evening - Warm pants or jeans and top for sightseeing and exploring Times Square.
Monday	Daytime - Warm pants, top and jacket for the Outdoor Concert in Central Park. Evening – Nice slacks or outfit for Dinner/DJ cruise. It will be cold & windy on the observation deck.
Tuesday	Daytime – Formal black concert attire. Evening - Nice slacks or outfit for evening performances.
Wednesday	Daytime - Comfortable clothes you can travel in. Shoes that are easily removed.

Money for Trip

Decide how your student will handle spending money for checked baggage charges, meals and souvenirs. There are ATM machines close to the hotel and most restaurants should take credit or debit cards and travelers checks. There are small safes in each hotel room.

Suggested Meal Allowance - \$150-\$200

Students are responsible for 14 meals and any snacks: 5 breakfasts, 5 lunches, and 4 dinners. The Monday night Dinner/Cruise is the only meal that is provided.

Saturday: breakfast, lunch, dinner

Breakfast range: \$5-\$10

Sunday: breakfast, lunch, dinner

Lunch range: \$8-\$15

Monday: breakfast, lunch

Dinner range: \$10-\$20

Tuesday: breakfast, lunch, dinner

Wednesday: breakfast, lunch, dinner

Suggested Sightseeing, Bus/Subway, Souvenir Allowance - \$100

Some of the sightseeing excursions require a bus or subway ride. Fare is \$2.25 per ride. An all-day pass is \$8.25. Many of the outings are free. Those attractions that have a fee are in the \$12-\$18 range.

Packing List

- Pearce Band formal wear for concert on Tuesday.
Boys: tux, shirt, cummerbund, bowtie, black socks, black shoes. Bring all pieces!
Girls: dress, slip, hosiery, black shoes.
- Photo ID: If you are 18 years old or over you must present a valid U.S. federal or state-issued photo ID (Drivers license is ok). Everyone should bring a school ID or a drivers license if you have it.
- Money for 14 meals
- \$50 for checked luggage fee for one bag. (\$25 each way)
- money for souvenirs and bus/subway fare
- instrument and music
- your itinerary & confirmation number
- warm winter coat or parka
- hat
- gloves
- rain poncho or rain coat
- small umbrella
- rain boots
- 2 pairs comfortable, closed-toe walking shoes
- prescription drugs
- toiletries
- contact lens supplies & extras
- fanny pack / backpack / messenger bag
- 2-3 pairs of jeans or pants
- 1 nice outfit for Broadway and cruise.
- 1 sweater or jacket
- 5 shirts or tops
- 5 pairs of undergarments
- 6-7 pairs of socks
- long lightweight underwear for cold weather
- pajamas
- cell phone & charger / iPod & Charger
- camera, batteries, memory cards & charger
- homework



Luggage Guide

New York City Trip

Pearce High School Band

Carry On Rules:

- You are allowed to bring one bag and one personal item on the plane
- They must both weigh no more than 40 pounds
- Bag limit is 45 inches (length + width + height)
- Personal item limit is 36 inches (length + width + height)
- Liquids, gels or aerosols must be max of 3.4 ounces and put in a clear one quart zip top bag and pulled out for the security check point
- **IMPORTANT** – You will be expected to carry on your instrument **UNLESS** it is a tuba, bari sax, euphonium, french horn, bassoon, bass clarinet or trombone

Check Baggage Rules:

- Checked baggage can be a maximum of 50 pounds and 62 inches
- The first checked bag is \$25.00 each way and the second bag is \$35.00 each way
- You will be charged for every checked bag unless you have frequent flyer status
- Third, Fourth and Fifth checked bags are \$100.00 each
- If you have more than five bags we won't let you on the bus! (just kidding)
- All fees will be paid at the time of check in – **BOTH WAYS**
- The band will be paying for the oversized instruments checked baggage charges only:
 - **Tuba, Bari Sax, Euphonium, French Horn, Bassoon, Bass Clarinet**
 - **and Trombone**

There are no meals served on these flights so please bring a snack if you are likely to get hungry!



BUS ASSIGNMENTS

Busses are assigned according to your **Group Number/flight number** and **alphabetized** according to last name. Amount of time spent on the bus is minimal.

We are only on a bus traveling to and from the airport, dinner cruise and Central Park Concert.

KNOW YOUR BUS NUMBER!

Bus 1:	First flight ***Third flight	Altman – Hydrick Kubiak - Stone
Bus 2:	First flight ***Third flight	Isaacs – Zimring Bermeo – Kimmell
Bus 3:	Second flight ~All students who are not flying with the band	Atkinson – Lofley
Bus 4:	Second flight ***Third flight	Lowe – Zhang Tchwella - Yacoel

Group Three/Flight 558 – All board the only bus for the following trips:

1. Pearce to DFW Airport – Sat., March 20
2. Airport to the Hotel – Sat., March 20
3. Hotel to the Airport (return flight) – Wed., March 24

***Dinner Cruise and Central Park Band Concert – see your placement above.



NYC FAQs and Definitions

MMB Hotel Accommodations: SHERATON NEW YORK HOTEL AND TOWERS
811 7TH AVE. AT 53RD ST.
212-581-1000

AREA - Designated area around the hotel for groups of 4+ to go out on their own:
Parameters: 50th Street to 57th Street, between 6th Ave. and Broadway. Refer to your map.
Do not leave **AREA** – chaperones will be out and watching.

4+ - Small groups of at least 4 students at all times when leaving the hotel unchaperoned. *Must* sign in and out.

MMB meeting place. Located in the hotel lobby near the 53rd St. exit. (Subject to change.)

Sign in and out desk: A designated adult will be available at a table in the MMB meeting place to sign you in and out when you leave the hotel.

Sightseeing trips – Did you forget what trip you signed up for? The sign up sheets are available at the sign in and out desk located in the MMB designated area in the hotel lobby.

Who is your chaperone for your sightseeing trips? Check the sign up sheets at the sign in and out desk.

Fun places to eat: Carnegie Deli, 55th & 7th
Stage Deli, 7th, between 53rd & 54th
Ray's Pizza, 7th & 53rd

SATURDAY

- 1:45pm **Group 1/ Flight #704** arrives at the hotel. Stow luggage in designated area (TBD).
- 2-3:30pm **Group 1: Groups of 4 or more** may then go out and have lunch, purchase snacks for their room, stay in the **AREA**.
- 3:45pm **Group 1:** Check into the hotel. Do not be late! Get your room key and go to room.
- 4:15pm **Group 2/Flight #1874** arrives at the hotel and checks in. Get your room key and go to room.
- 4:30-6:30pm **Group 1 & 2** – Eat dinner in **AREA** in groups of **4+** (sign in & out at MMB desk in lobby), get ready for Broadway show.
- 6:45pm **Group 3/Flight #558** arrives at the hotel and checks in. Change clothes, leave with designated adult for the show. Have dinner on the way/to go, if necessary.
- 6:45pm **Group 1 & Group 2 (and Group 3 if early arrival and ready)** – Meet in the MMB area of lobby. Depart. Shows are within walking distance.
- 7:15pm Depart for show. Shows are within walking distance of the hotel.
- 8:00pm Broadway Show.

After the show – walk back to hotel with chaperone.

11:30 Room check.

Midnight – Lights out.

SUNDAY

(note specific band assignments)

7-8:00am	CONCERT – optional breakfast time in <u>immediate AREA 4+</u> or snack in room.
8-:90am	CONCERT Workshop – assemble on 3 rd floor just outside of the New York Ballroom west, in the Sheraton Hotel. (<u>Larger instruments uncased.</u>) Upon conclusion, return to your rooms and secure your instruments.
9:30 – 10:00am	CONCERT – Eat quick breakfast in <u>immediate AREA 4+</u> or snack in room.
8-10:00am	WIND/SYM - Get ready for the day; eat breakfast in AREA in groups of 4+
10:00am	ALL BAND MEETING – MANDATORY! Meet in MMB area of lobby
10:30-2:30	ALL SIGHTSEE. Options were: 1. Little Italy and China Town 2. Rockefeller Center/St. Patrick’s Cathedral/5 th Ave. 3. Ground Zero/Statue of Liberty 4. South Street Seaport (shopping, restaurants, view of Brooklyn Bridge)
2:30-3 :00pm	ALL – Room.
3- 4:30pm	WIND - assemble on 3 rd floor just outside of the New York Ballroom west, in the Sheraton Hotel. (<u>Larger instruments uncased.</u>) Upon conclusion, return to your rooms and secure your instruments.
3:00-4:15pm	SYMPHONIC – Room or AREA in groups of 4+ - (4:30 – Workshop!)
4:30-6pm	SYMPHONIC - assemble on 3 rd floor just outside of the New York Ballroom west, in the Sheraton Hotel. (<u>Larger instruments uncased.</u>) Upon conclusion, return to your rooms and secure your instruments.
4:30 – 6:00pm	WIND – Room or AREA in groups of 4+
6:00-7:00pm	ALL – go to your room and get ready for evening.
7:00pm	Meet in MMB area of lobby. Gather into same groups as the earlier sightseeing trip.
7-10pm	All - Dinner in Times Square. Once group of 10-12 arrives at Times Square, go to dinner with 4+ - Must stay in the immediate Times Square area. Agree with chaperone on a meeting place at 10:00pm.
10:00pm	Walk back to hotel.
11:00pm	Room check.
Midnight	Lights out.

MONDAY

- 8:00-9:30am **All** Breakfast in the **AREA** in groups of **4+**
- 9:30am **ALL BAND MEETING – MANDATORY!** Wear your festival t-shirt if concert in Central Park.
- 10am Load buses for **All Concert -Central Park Band shell.**
***Sightsee option if concert is cancelled due to weather (see next section for back-up plan).
- 11:00-11:20am **Concert Band** performs
- 11:35-11:55am **Symphonic Band** performs
- 12:10-12:30pm **Wind Ensemble** performs
- 12:40pm **All** load busses and return to hotel.

*****BACKUP PLAN if no concert at Central Park:**

- 10-1:00 **ALL SIGHTSEE.** Gather in your group of 10-12. Look for your sign with the sight seeing option that you signed up for. Options were:
1. Little Italy and China Town
2. Rockefeller Center/St.Patrick's Cathedral/5th Ave.
3. Ground Zero/SOHO
4. South Street Seaport (shopping, restaurants, view of Brooklyn Bridge)
- 1:00 – 1:30pm **ALL** return to rooms.
- 1:30 – 4 **ALL SIGHTSEE.** Gather in your group of 10-12. Look for your sign with the sight seeing option that you signed up for. Options were:
1. Guggenheim Museum
2. Museum of Natural History
3. Empire State Building
4. Shopping 5th Ave./Madison Ave./Bloomingdales
- 4-5:30pm **ALL** return to rooms and get ready for dinner cruise.
- 5:15pm **All Dinner Cruise.** **All** gather in MMB section in hotel lobby.
ALL MUST WEAR THEIR FESTIVAL ARTIST PASS.
- 5:30 Load busses and depart for Chelsea Piers.
- 6:30pm Board the boat for the Festival Dinner Cruise.
- 10:00pm Cruise ends. Load coaches and return to the hotel.
- 11:30pm Room check.
- Midnight Lights out.

TUESDAY – Carnegie Hall

- 7:30 – 8:30 **WIND** - eat breakfast **AREA** in groups of **4+**
- 8:30 **WIND** – assemble in the lobby of the hotel in **performance attire with instruments.** A World Projects representative will walk the group to Carnegie Hall’s 56th Street stage door entrance. You will be escorted to your warm up & staging area. **ALL MUST WEAR THEIR FESTIVAL ARTIST PASS.**
- 9:30-9:50am **WIND** – Sound check on stage at Carnegie Hall. Upon conclusion of your sound check, secure your instruments in your warm-up area and exit via the 56th Street door.
- 9:50-12:30 **WIND** – eat lunch **AREA** in groups of **4+**. Do not change your clothes.
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- 8:15-9:15 **SYMPHONIC** - eat breakfast **AREA/4+**
- 9:30 **SYMPHONIC** - assemble in the lobby of the hotel in **performance attire with instruments.** A World Projects representative will walk the group to Carnegie Hall’s 56th Street stage door entrance. You will be escorted to your warm up & staging area. **ALL MUST WEAR THEIR FESTIVAL ARTIST PASS.**
- 10:30-10:50am **SYMPHONIC** - Sound check on stage at Carnegie Hall. Upon conclusion of your sound check, secure your instruments in your warm-up area and exit via the 56th Street door.
- 10:50-12:30 **SYMPHONIC** - eat lunch **AREA/4+.** **Do not change your clothes.**
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- 8:30-10:15am **Concert** - eat breakfast **AREA/4+** Eat a big breakfast and/or bring a snack as there will be no time for lunch. You will not have the option of eating until after 3:30pm.
- 10:30am **Concert** - assemble in the lobby of the hotel in **performance attire with instruments.** A World Projects representative will walk the group to Carnegie Hall’s 56th Street stage door entrance. You will be escorted to your warm up & staging area. **ALL MUST WEAR THEIR FESTIVAL ARTIST PASS.**
- 11:30-11:50am **Concert** - Sound check on stage at Carnegie Hall. Upon conclusion of your sound check, secure your instruments in your warm-up area and exit via the 56th Street door.
- 11:50-12:30 **Concert** – Eat snack that you brought in a location TBD. Must stay in building.

TUESDAY (cont.) – Carnegie Hall Performances

- 12:30pm **Concert Band** – assemble in your warm up area – you will be first to perform this afternoon.
Symphonic Band - assemble at the Carnegie Hall main entrance on 57th St. – you will begin the afternoon as members of the house.
Symphonic Wind Ensemble – assemble at the Carnegie Hall main entrance on 57th St – you will begin the afternoon as members of the house.
{World Projects staff members will pull your ensembles from the house and escort them to their designated warm up areas at the appropriate times.}
- 1:00pm New York Wind Band Festival - Afternoon Adjudicated Concerts begin with opening remarks.
TBD: **Concert Band Performance** in the Isaac Stern Auditorium, Carnegie Hall.
Upon conclusion of your performance, you will be escorted to your warm up area to quickly secure instruments, and then be led out to the audience to enjoy the remainder of the concert.
- 1:25pm **Symphonic Band** – A World Projects staff member will pull your ensemble from the house and escort you to your warm up area.
TBD: **Symphonic Band Performance** in the Isaac Stern Auditorium, Carnegie Hall.
Upon conclusion of your performance, you will be escorted to the warm up area to quickly secure instruments, and then be led back out to the audience to enjoy the remainder of the concert.
- 2:25pm **Wind Ensemble** – A World Projects staff member will pull your ensemble from the house and escort you to your warm up area.
TBD: **Wind Ensemble Performance** in the Isaac Stern Auditorium, Carnegie Hall.
Upon conclusion of your performance, please remain on stage for brief, post concert announcements; then you will be escorted to your warm up area, collect all of your instruments and exit via the 56th St Stage Door entrance and return to the hotel.
- 3:30pm Concert concludes. Groups in the house will be escorted to warm-up areas to collect all instruments, exit via the 56th St Stage Door entrance.
- 4-5:00pm Return to the hotel. All return to rooms and secure your instruments. Dressy casual attire for evening concert.
- 5:00-7:00 Dinner on own near the hotel. **AREA** in groups of **4+**
- 7:15pm **ALL** – meet in MMB area of lobby.
- 7:30pm Return to Carnegie Hall main entrance on 57th Street - Evening Showcase Concert
- 8:00pm Concert begins with opening remarks.
- 10:00pm Concert concludes. The directors are asked to take the stage to participate in the Closing Ceremony.
- 10:15pm Return to the hotel for the evening.
- 11:00 pm Room check.
- Midnight Lights out.

Wednesday

- 6:30 am **Today Show** (early risers!) – Gather in MMB area of lobby.
- 6:40-7:00 Leave for the show. Eat breakfast there or on the way.
- 9:00 Return to hotel.
- 7:30 – 9:00am Breakfast in the area for the sleepy heads!
- 10:30am **ALL - Mandatory Room checks.** Do **not** leave your room until clearance has been given by your chaperone.
- 11:15am **Group 1** – Gather in lobby with all luggage and belongings.
- 11:30am **Group 1** – Board buses and depart.
- 11:30 **Group 2** - Gather in lobby with all luggage and belongings.
- 12:00 Noon **Group 3** - Gather in lobby with all luggage and belongings. Luggage will be stored in a designated area (TBD. Sightsee/lunch with your group.
- 2:45pm **Group 3** – Collect luggage and board busses from the hotel. Depart to the airport.