

## Shrewsbury High School Instrumental Ensemble

Field Trip Proposal: 3/3/17 – 3/6/17

Students of the Shrewsbury High School Instrumental Program are considering participating in a workshop/clinic and performance opportunities at Walt Disney World in Orlando, FL in March of 2017. This trip will allow students to experience multiple career paths available for musicians as well as bring international exposure to the ensembles.

1. The purpose of this trip is to participate in the “You’re Instrumental” workshop directed by Disney Youth Programs and to perform publicly in front of an international audience at the Walt Disney World Resort. The workshop gives students a chance to immerse themselves into the world of a professional musician. Students sight-read several arrangements of movie scores ranging in level of difficulty from grade 1.5 to 4. A professional Disney clinician selects the piece that is the appropriate level for the group to achieve success within a short rehearsal period, yet still challenge the students musically. The clinician works with the students and teaches them specific techniques to maximize rehearsal time and focus on a great performance. This 2 ½-hour workshop culminates with a professional recording of the ensemble performing music along with a portion of a Disney animated feature film.

2. The “You’re Instrumental” workshop is officially endorsed by the National Association for Music Education and addresses seven of the ten Massachusetts State Frameworks for Music:

- Reading and Notation
- Playing Instruments
- Critical Response
- Purpose and Meaning in the Arts
- Roles of Artists in Communities
- Concepts of Style, Stylistic Influence, and Stylistic Change
- Inventions, Technologies, and the Arts

The “You’re Instrumental” workshop consists of sight-reading literature, so the directors will work to improve and develop the ensembles’ skills and techniques to increase their ability to read and rehearse music with a high level of musicality in a very limited timeframe. The ensembles will work on rhythmic accuracy, dynamic variety, intonation (individual and ensemble), articulation, balance, and blend in order to produce a program of varied repertoire for their public performances.

3. The Concert Band, Orchestra, and Jazz Band will each prepare a 20-30 minute program to be performed publicly in front of an international audience at the Walt Disney World Resort.

4. The workshop and performances will be held at the Walt Disney World Resort in Orlando, FL. The hotel rate provided is for the Buena Vista Suites Hotel in Orlando, Florida. The hotel is an all-suite hotel, and is located about 10 minutes outside of the Walt Disney World complex.

5. The dates of the trip are Friday, March 3rd – Monday, March 6<sup>th</sup>, 2017. Students will depart from Shrewsbury High School Thursday afternoon/evening and travel via motor coach to the airport where they will fly, non-stop, to Orlando International Airport. Students will be transported to the Walt Disney World Resort in Orlando, FL by motor coach. Students will return to Shrewsbury High School Monday afternoon/early evening depending on flight schedules.

6. The estimated number of Shrewsbury students attending is 100-120, based on previous interest and availability of instrumental students on previous trips.

7. There will be at least one chaperone per 8 students accompanying us on this trip. The two instrumental directors (Brian Liporto and Margaret Dagon) will be attending as well as an administrator and a registered nurse.

8. A copy of the proposed itinerary is enclosed.

9. Each parent will receive a proposed itinerary and payment plan including cancellation policies. Included in this packet will be a permission slip, a medical release form (with medical information and health details required), and a behavioral form that must be signed by students and parents. No student will be allowed to participate unless all of these forms are completed and signed.

10. The projected cost of the trip is \$1,385 per student (based on 126 total participants) – this includes all transportation, meals, taxes, etc.

11. Students and their parents are responsible for the cost of the trip. Individual fundraising opportunities will be available to defray the cost. We will present a request to the Shrewsbury Schools Music Association for financial assistance.

12. There are no prizes, stipends, tips, price reductions, gifts, or any other gratuities associated with acquisition of travel and/or accommodations.

13. Informational meetings for all instrumental ensemble parents, presented by a representative from Bennett Student Travel, will be held in June as well as in the fall, (pending approval), to explain an overview of the trip. Additionally, the ensemble directors will hold a meeting approx. 2-3 weeks prior to departure outlining extensive details of the trip, any changes in itinerary, a reinforcement of maintaining the behavior code and consequences of breaking that code, and to answer any remaining questions. After this meeting, chaperones meet for a clear and defined explanation of their duties, and to clarify any questions they may have.

14. See #9

15. All members of the 2016-2017 instrumental ensembles will be encouraged to participate in this opportunity. Reasonable efforts will be made to ensure that all students who wish to participate are able to do so including fundraising activities listed in #11. Additionally, the SSMA (Shrewsbury Schools Music Association) encumbers \$7,000 each year to contribute to the cost of these trips. We are hoping to provide students with as much prior notice of this trip as possible so they may start planning financially as soon as possible.

Thank you for your consideration and continued support.

Sincerely,  
Mr. Tom O'Toole  
K-12 Performing Arts Director

Mr. Brian Liporto,  
Director - Concert Band and Jazz Band

Ms Meg Dagon  
Director - Orchestra

# **Bennett Student Travel, Inc.**

**Post Office Box 2205**

**Fitchburg, Massachusetts 01420**

**978-342-7188-Phone**

**978-342-1579-Fax**

**email: dougbennett64@hotmail.com**

**To: Brian Liporto & Meg Dagon  
Shrewsbury High School**

**From: Doug Bennett  
Bennett Student Travel, Inc.**

**Date: March 3, 2016**

**Re: Shrewsbury High School Music Department  
Walt Disney World Trip  
March 9-13, 2017**

Enclosed, please find our proposal for coordinating the travel arrangements for the Shrewsbury High School Music Department's proposed trip to Walt Disney World in March 2017.

This proposal details how we would accommodate your group and has a specific price breakdown of each item that we have discussed. Although we have tried to be as specific as we could with each of the details of your trip, please feel free to contact me at any time about questions that you may have.

Thank you for considering us to arrange your trip to Walt Disney World with us again. We would be honored to work with Shrewsbury High School again and would look forward to traveling with you and your students to Walt Disney World in 2017.

Please call me at any time if you have any questions.

Thank you.

## **Payment Schedule**

		Due From Students -----	Due to Bennett Student Travel -----
Payment #1	\$200.00 per person	06/15/16	06/25/16
Payment #2	\$250.00 per person	09/15/16	09/25/16
Payment #3	\$250.00 per person	10/15/16	10/25/16
Payment #4	\$250.00 per person	11/15/16	11/25/16
Payment #5	\$250.00 per person	12/15/16	12/25/16
Payment #6	Balance Due	01/15/17	01/25/17

## **Other Deadlines**

We need an exact number of participants	12/15/16
The Rooming List is due in our office	01/05/17
Final changes made to the Rooming List	01/15/17

Monthly reviews will be conducted between the group leader and our company. These reviews can be conducted by telephone or in person.

All travel documents, schedules, etc. will be delivered to the group two weeks prior to the departure date.

A final information meeting is recommended between the directors, the chaperones, and our staff just before the trip to review the schedule in detail and answer any questions from the chaperones.

## **Cancellation Penalties**

There are many factors to consider when discussing the topic of cancellation penalties for a group.

Many items in this program are priced out based on 126 students, staff, chaperones, and family members contributing to their costs. Should the number of paying students drop below 110, then these costs would need to be spread out over a smaller number thus increasing the per person price for the trip. Therefore, the amount of the penalty per person would need to be high enough to prevent an increase from being passed on to those students remaining on the trip. With this in mind, we have established the following cancellation policies.

### **Cancellation of Individuals**

If an individual needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	June 30, 2016	-	No Penalty
July 1, 2016	to	September 30, 2016	-	\$200.00 Penalty Per Person
October 1, 2016	to	November 30, 2016	-	\$450.00 Penalty Per Person
December 1, 2016	to	January 15, 2017	-	\$800.00 Penalty Per Person
January 16, 2017	to	March 9, 2017	-	Full Amount Paid Penalty

### **Cancellation of the Entire Group**

If the entire group needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing at our office.

Now	to	June 30, 2016	-	No Penalty
July 1, 2016	to	September 30, 2016	-	\$100.00 Penalty Per Person
October 1, 2016	to	November 30, 2016	-	\$300.00 Penalty Per Person
December 1, 2016	to	January 15, 2017	-	\$500.00 Penalty Per Person
January 16, 2017	to	March 9, 2017	-	Full Amount Paid Penalty

Optional cancellation insurance is available to individuals at an additional cost. This would allow for a full refund of the amount paid for the trip if the individual needed to cancel due to a covered medical reason. Further details about this insurance are available upon request.

## **Travel Escorts and On-Site Services**

There is a unique advantage for a group to hire our company to manage the detailed arrangements for their trip. No other travel company provides this type of service the way we do.

We will send 1 or 2 trained travel professionals along with your group to facilitate the various components of your group trip.

These staff members travel with the group and stay with the group in the same room block as the students and chaperones. These escorts work behind the scenes during the trip arriving before the group at airports, hotels, theme parks, and performance venues.

By doing this, room keys will always be ready on time, buses will never arrive late, and airport glitches are quickly and efficiently handled by our staff, not by the chaperones or group leaders.

The most beneficial aspect of this service is that there are no additional costs associated with it. This is part of the service that we provide to each group.

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## **Shrewsbury High School Instrumental**

### **Walt Disney World Trip**

**March 9-13, 2017**

#### **Full Package Includes:**

**Busing from Shrewsbury High School to/from the Airport  
Round-Trip Air Fare to/from Orlando, Florida  
4 Nights Accommodations in Orlando  
All Busing while in Florida  
3-Day Disney Park-Hopper Admission Pass  
Performances at Walt Disney World  
Music Workshop Conducted by a Disney Performer  
4 Breakfasts / 4 Lunches / 4 Dinners  
Trucking of all Instruments and Equipment to Florida  
All Travel Arrangements and Services  
All Taxes and Gratuities**

**Student Price: \$1385.00 - Quad Occupancy**

**Chaperone Price: \$685.00 - Double Occupancy**

Note - These prices are subject to change. The final pricing cannot be determined until the airline tickets have been booked and the number of students attending the trip has been determined.

# Shrewsbury High School Music Department

## Walt Disney World Trip - Proposed Schedule

### Thursday      **March 2, 2017**

Bus from Shrewsbury High School to the airport  
Dinner is on your own at the airport - \$15 cash provided  
Fly to Orlando, Florida in the evening  
Bus from the airport to the hotel

### Friday      **March 3, 2017**

Buffet breakfast at the hotel - Included  
Morning admission into Disney's Magic Kingdom  
Lunch is on your own in the park - \$15 cash provided  
Dinner is on your own in the park - \$15 cash provided  
Bus from the Magic Kingdom to the hotel

### Saturday      **March 4, 2017**

Buffet breakfast at the hotel - Included  
Disney's "You're Instrumental" workshop will take place in the morning  
Early afternoon admission into Disney's Hollywood Studios  
Lunch is on your own in the park - \$15 cash provided  
Dinner is on your own in the park - \$15 cash provided  
Bus from Hollywood Studios to the hotel

### Sunday      **March 5, 2017**

Buffet breakfast at the hotel - Included  
Bus from the hotel to Disney Springs (formerly known as Downtown Disney)  
Possible - Concert Band performance at Downtown Disney  
Possible - Orchestra performance at Downtown Disney  
Lunch is on your own at Downtown Disney - \$15 cash provided  
Possible - Jazz Band performance at Downtown Disney  
Afternoon admission into Disney's Epcot  
Dinner is on your own in Epcot - \$15 cash provided  
Bus from Epcot to the hotel

### Monday      **March 6, 2017**

Buffet breakfast at the hotel - Included  
Bus from the hotel for the Orlando Airport  
Fly home from Orlando  
Bus from the airport to Shrewsbury High School

**Shrewsbury High School**  
**Field Trip Permission Form**

I give my permission for my child \_\_\_\_\_ to attend the **(trip and date)**.

**Shrewsbury Public Schools Parental Consent, Release from Liability and Indemnity Agreement**

We the undersigned father/mother or guardian(s) of \_\_\_\_\_ a minor, do hereby consent to his/her participation in a voluntary field trip and do forever RELEASE, acquit, discharge, and covenant to hold harmless the Town of Shrewsbury, a municipal corporation of the State of Massachusetts, and its successors, departments, officers, employees, servants and agents, of and from any and all actions, causes of actions, claims, demands, costs, loss of services, expenses and compensation on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damages which we/I may now or hereafter have as the parent(s) or guardian(s) of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after he/she has reached his/her majority resulting or to result from his/her participation in the Shrewsbury Public Schools voluntary programs; FURTHERMORE, we/I hereby agree to protect the Town of Shrewsbury and its successors, departments, officers, employees, servants, and agents, against any claims for damages, compensation or otherwise on the part of said minor growing out of or resulting from injury to said minor in connection with his/her participation in and travel to and from this Shrewsbury Public Schools voluntary field trip program, and to INDEMNIFY, reimburse or make good to the Town of Shrewsbury or its successors, departments, officers, employees, servants and agents any loss of damages or costs, including attorney's fees, the Town or its representatives may have to pay if any litigation arises from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in said programs.

Should illness or accident occur during the event or during travel to and from the event, I will not hold Shrewsbury Public Schools or its employees, any of our sponsors or their employees or any adult supervisor liable for any medical or additional expenses. I give my permission for any medical attention to be given if my child becomes injured or ill. I will also not hold Shrewsbury Public Schools or its employees, any of our sponsors or their employees or any adult supervisor liable for any loss of personal property.

All rules pertaining to behavior and attendance as outlined in the Student Handbooks for the students' level are strictly enforced at all times. Any student violating any rules in the Student Handbook will be subjected to the appropriate discipline upon his/her return to school. If necessary, disciplinary actions will also be taken while students are still on the trip including being sent home immediately. The student's family will be responsible for expenses required to send a student home should it be determined necessary.

I/We acknowledge that the Superintendent of Schools may, for any reason the Superintendent deems is in the best interests of those traveling and the school district, decide to withdraw approval for this trip at any time prior to the trip's start date, or may require students, leaders, and chaperones to return from

the trip early. If approval is withdrawn by the Superintendent prior to or during the trip, the Shrewsbury Public Schools shall not be liable for refunding any funds expended by families for the trip; for this reason, families may wish to purchase private travel insurance.

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<b>Date</b>	<b>Signature of Parent or Guardian</b>	<b>Student Signature</b>
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**Please print name of Parent or Guardian:** \_\_\_\_\_

Updated May 2016

**Medical Authorization Form**

Student Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Guardian or Mother's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Guardian or Father's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Student lives with: Mother \_\_\_ Father \_\_\_ Other \_\_\_ (relationship) \_\_\_\_\_

Insurance Carrier Name \_\_\_\_\_

Card Number \_\_\_\_\_

Does the carrier have to be informed before treatment, in case of medical emergency?

YES \_\_\_ NO \_\_\_

If so, please give insurance carrier telephone number and any special instructions or procedures that must be followed:

( ) \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Please list any allergies (to food, medication, insect bites, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any medication that your child will be taking during school trip:

Prescription: \_\_\_\_\_

Over the counter: \_\_\_\_\_

Are there any medical conditions that we should know about? YES\_\_\_\_ NO\_\_\_\_ If so, please describe:

In the event that you cannot be reached, please give names of at least two people who could be contacted in case of an emergency.

Name \_\_\_\_\_ Home (        ) \_\_\_\_\_

Relationship \_\_\_\_\_ Work (        ) \_\_\_\_\_

Mobile (        ) \_\_\_\_\_

Name \_\_\_\_\_ Home (        ) \_\_\_\_\_

Relationship \_\_\_\_\_ Work (        ) \_\_\_\_\_

Mobile (        ) \_\_\_\_\_