

**WorldStrides Heritage Performance
Marching Band Director's Manual
2013-2014**



**WORLDSTRIDES®
HERITAGE
PERFORMANCE**
programs

**WorldStrides Heritage Performance
Marching Band Programs
Director's Manual**



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WELCOME TO WORLDSTRIDES HERITAGE PERFORMANCE PROGRAMS

After Heritage Festivals began in 1980, its successful performance education programs grew into programs for marching bands and dance and cheer groups, as well as the opportunity to perform at elite venues. In 2011, Bowl Games of America, BGA Performance, and Heritage Festivals combined to form the WorldStrides Heritage Performance programs, a name that better conveys the wide variety of performance opportunities available and our mission of enriching students' lives through experiential travel. WorldStrides Heritage Performance programs provide directors, instructors, and students with more unique performance opportunities, more life-changing moments, and more bonding experiences than ever before!

Thank you for choosing a WorldStrides Heritage Performance program. We are excited to be your partner in music education. The Director's Manual is a tool designed to make your bowl game experience easier and more enjoyable. It addresses everything you need to know, including how the event works, the adjudication process, and much more.

THE WORLDSTRIDES HERITAGE PERFORMANCE TEAM

The WorldStrides Heritage Performance staff is here to help you and your students enjoy a superior bowl game experience. WorldStrides Heritage Performance programs lead the way by providing a full-service, team-based approach to event planning. When you participate in a WorldStrides Heritage Performance program, you will be supported every step of the way by a team of passionate and professional individuals.

The **Event Selection Advisor** is your first point of contact, helping you select the ideal performance opportunity and location for your group. This person remains your primary contact every year that you travel with us and directs you to different in-house specialists that help you with different aspects of your event experience.

The **Destination Specialist** will focus on the logistical details of your trip. This experienced travel expert will coordinate all your travel details, giving you more time to focus on preparing for your performance. The Destination Specialist will help you with:

- Pre-departure information
- Hotel arrangements
- Booking additional, exciting activities for your group
- Coordinating buses or other transportation needs

The **Air Transportation Specialist** assists you in securing reservations for your group's air needs and works closely with your Destination Specialist to ensure that all aspects of your itinerary flow properly.

The **Event Director** welcomes you to the event. This person is also available in the months preceding the event to answer any questions you have regarding:

- Your event
- Equipment needs
- Event adjudication
- Your performance schedule

**Enjoy the peace of mind that comes from partnering with WorldStrides Heritage Performance programs.
You take care of the music, and we'll take care of the details.**

EVENT DETAILS

Event Host Hotel

WorldStrides Heritage Performance programs takes pride in selecting top hotels with great locations for our events. Your hotel assignment will be made by your Destination Specialist based on your group size, the date you submit your rooming list and final payment, and on other logistical factors.

Any incidental charges incurred by a school (e.g., telephone, room service, etc.) must be cleared before the group departs from the host hotel.

Director's Meeting

A special meeting, which will last approximately one hour, will be held at the event. The time and place will appear on your final day-by-day itinerary. The event schedule will be reviewed, along with any last-minute changes. Every director should attend this meeting or make alternative arrangements to meet with WorldStrides Heritage Performance program staff to review these agenda items.

Administrative Information

1. The band director is responsible for the coordination of all financial responsibilities and deadlines. It is very important that you have firm commitments from all of your participants 45 days prior to departure. Any cancellations more than 45 days prior to departure will result in a cancellation penalty of \$50.00 per participant; 8 to 45 days prior to departure, participants will incur a cancellation penalty of 50% of the program price and applicable fees, including airline costs (where applicable). No refunds will be given for any cancellations made less than 7 days prior to departure.
2. Final itineraries with hotel name(s), address(es), and phone number(s) will be sent to the director two weeks prior to departure.
3. Airline tickets (where applicable) will be mailed to the director when total group payment has been received by WorldStrides Heritage Performance.

Performance Schedules

Schedules will be drafted and sent out with your final documentation approximately 15 days prior to your departure, provided final payment has been received. Last-minute changes may be necessary and will be reviewed at the directors meeting. Failure to report at the designated times and areas may result in disqualification.

Bad Weather

In case the weather prevents an outdoor field show or parade contest on the day of competition, each school should make adequate provisions for the protection of its students and instruments. We recommend that you retain your buses in order to protect students and equipment. Bands should be prepared to perform a "stand-in-place" concert in a sheltered area and will be judged on their musical performance.

Awards Ceremony (where applicable)

Event awards will be presented during the official Awards Ceremony by the Event Director and the WorldStrides Heritage Performance program staff. Sometimes the large number of trophies we work with are damaged during shipping or do not arrive due to the busy shipping time of year. Groups may also tie in certain captions or categories and in ALL cases we will promptly replace and ship out whatever is needed upon our return. It should not take more than two weeks to receive your replacements.

Event Dance (where applicable)

A dance may be held to afford the students and chaperones the opportunity to meet their peers from around the country. Entertainment will be provided by a DJ.

Bus Drivers

Bus drivers will not be admitted to ticketed events unless tickets are purchased. Bus parking during events and at the hotel is not provided by WorldStrides Heritage Performance programs and may require bus companies to purchase parking and/or make their own arrangements.

Lost and Found

A lost and found system will be established at each event. In most cases, lost items will remain in the care of the Event Director.

Hydrating Your Band

Each bowl game can have as many as 2,500 participants attending. It is not possible for WorldStrides Heritage Performance programs to be responsible for keeping everyone hydrated with water. Please be sure to plan ahead and have your staff or boosters make sure you have plenty of water resources to take care of your group at rehearsals, sightseeing, or while waiting to enter the stadium. You are not allowed to bring your own drink or food into the bowl game stadium.

Security

Due to security issues at major bowl game stadiums, instrument cases must be left on the bus. Larger instruments which include tubas, bass drums, quads, snares and any special large pit equipment will be stored in a secure area of the stadium and dropped off and picked up by student/owner as they move to and from the buses, stadium seats, and bowl performances. All other instruments must be kept on the student's lap or under the seat during the game.

Event Package Plans

The basic package plans available for groups participating in a WorldStrides Heritage Performance program differ only in the number of hotel nights included. Room blocks at the headquarters hotel will be assigned to groups based on the dates we receive deposits and payments. All groups not assigned to the headquarters hotel will be assigned to comparable hotels. All groups must enroll in one of the package plans.

Television Coverage

WorldStrides Heritage Performance programs does not guarantee or promote any chance of being on national television. If we do, by chance, get on television, it is a nice surprise bonus, but we ask each director to make it very clear to parents, students, and administrators that there is no promise or likelihood of TV coverage unless we post it as such in our print material, such as a parade having some coverage, etc.

Music and Preparation for the Halftime Performance (if applicable)

Each bowl game committee chooses a theme annually for its halftime finale. Special musical arrangements are made by our staff to help compensate for limited rehearsal time and to sound great in a large stadium.

Once arranged, the music is then printed and an audio CD/electronic file is prepared to convey to each director tempo, style, dynamics, and phrasing. Each band director will receive an electronic version of the audio, full score, and one copy for each instrumental part.

We strongly suggest that band parts be reduced to flip-folder sized pages. This will increase the convenience of music use during mass band rehearsals and sectionals. Please bring an extra set of parts with you to the bowl game event. All students are expected to have their parts memorized and to be fully prepared prior to arriving at the bowl game destination. Please have students bring their music to each mass band rehearsal.

A video for auxiliaries/tall flags may be produced for your particular bowl game. If this is the case, you should receive it a couple of weeks after the music arrives. If not, the routine will be taught on-site at the event. Please be aware that a routine will be choreographed for tall flags or designated props only. If you have majorettes, twirlers, rifles, sabers, pompoms, or a dance/drill team, they should choreograph their own routine, and we will chart them in the show so they can perform. Bring your own poles and silks. We will provide a special flag for the mass band show. The flag must be returned immediately following the performance. Colorguards should wear all black for the halftime show.

HOTEL AND ROOMING INFORMATION

Directors must submit and finalize their rooming list in Director Resources on MyTrip by November 1 or 60 days before departure whichever date come first.

Due to continuously changing factors in the hotel's reservation department, hotels are not in a position to pre-assign actual room numbers far in advance of your arrival. However, having your rooming list well in advance allows them to tentatively reserve certain wings or floors for your group.

Parents and chaperones are welcome to come to the event and will be assigned rooms as requested on the rooming list. Adults usually request double occupancy rooms and are billed at the applicable rate. Please note that some events have higher rates for adult participants.

Any changes that occur after the rooming list is submitted must be emailed to your Event Director. Changes to the rooming list after the due date may affect your final invoice amount. Please do not contact the hotel directly unless asked to do so by your Event Director. This may cause confusion with the hotel and result in problems with your stay.

Because the individual program cost depends on the number of occupants per room, your bill is only an estimate until your rooming list is submitted. The earlier you submit the rooming list, the sooner your group's exact financial expenditure can be determined.

Incidental Charges

Only adults who leave credit card information with the front desk at the time of check-in will be able to use the phone, room service, or other services. Adult participants are financially responsible for room service, phone calls, and other personal expenses. Students will not be allowed to charge any services to their rooms. 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.

Curfew

Out of courtesy to other hotel guests and groups, we suggest that the director set a nightly curfew in accordance with hotel policy. Room checks after curfew should be made each night. Arrival of groups at the hotel after curfew must be done quickly and quietly. **It is the responsibility of the directors and chaperones to supervise their students.** The hotel security staff and front desk will have the room assignments 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 warrants other hotel guests to check out early or to move rooms.

Damage

Participants are responsible for damages and/or losses they cause while at the event, including any damage to hotel rooms or public facilities.

Swimming Pool

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

ONLINE RESOURCES

We are proud to deliver a number of online resources for our directors, travelers, and their families. Instant access to important forms and information will help you organize your planning efforts, enable you to communicate with your travelers, and allow your students flexibility in registering for your program and earning academic credit for their participation.

Online Registration

All travelers must complete our online registration process. Simply direct travelers to the *Register Now* button on www.worldstridesheritageperformance.org. All they'll need to get started is your Trip ID number, which has been given to you by your Destination Specialist. Then, a parent or guardian must complete the registration process and agree to the Terms and Conditions.

MyTrip

After you've completed online registration, you'll receive a message welcoming you to register for MyTrip.

MyTrip is an online community designed to help you communicate with your students. MyTrip is a free resource anyone involved in your program can join. As your travelers register, you'll be able to easily complete room assignments, send emails, and post important dates and announcements with your MyTrip account. Through MyTrip you can upload photos, share trip details, learn more about your destination, collect emergency contact information and more.

Director Resources

Inside MyTrip you will find a link to Director Resources. Here, you will complete your rooming list and find a number of informative materials that can help you plan and prepare for your program, including a complete list of your registered participants, a copy of your Director's Manual, necessary forms, Discovery Journals, information on professional development points, fundraising ideas and activities, and destination presentations.

Discovery for Credit

Encouraging your students to join MyTrip is important – it's the only way they can access our Discovery for Credit program. **WorldStrides is the only event provider to offer the amazing opportunity for students to earn a one semester high school Musical Performance or Sports Performance credit.**

Once your students have joined MyTrip, they just need to click the Discovery for Credit link to get started. Here, they'll find all the details they need to register and complete coursework.

Check out these resources now!

Online Registration: click the link at www.worldstridesheritageperformance.org

MyTrip: click the link at www.worldstridesheritageperformance.org or go to <http://mytrip.worldstrides.org>

PROFESSIONAL DEVELOPMENT

As a member of the WorldStrides family, we are able to offer all educators up to 20 professional development points for **FREE** when you attend one of our programs.

Developed by our Director of Education, our professional development program provides all the tools needed to apply for affordable graduate credit and free professional development. WorldStrides Heritage Performance will guide you through this step-by-step process. Professional development information can be found in the Director Resources section of your MyTrip account. Follow the steps below to reach your professional development goals. Call your Event Director at 1-888-242-7597 for any other questions about how to earn professional development.

Pre-trip

- Know the process and requirements for teacher recertification in your state.
- Know your school or district's professional development plan and goals.
- Write a proposal to include educational travel in your professional development portfolio. Use our "How to Get Started" documents.
- Receive approval from your professional development advisor or administrator to include educational travel in your portfolio.

On-trip

- Keep documentation such as performance programs, ticket stubs, museum brochures, etc., to include in your portfolio.

Post-trip

- Write a journal entry or summary of your experience in relation to your classroom curriculum. Refer to WorldStrides' sample journal entry.
- Access any required forms from the education tab in Director Resources.
- Follow these steps to request your transcript:
 - Login to your MyTrip account.
 - Click on the professional development/Discovery for Credit link on the left-hand side of the page.
 - Verify the account information and change, if necessary, then hit submit.
 - Your transcript will arrive within two to three weeks.

ADJUDICATION

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

TYPES OF ADJUDICATION

Directors may select one of these adjudication types and indicate their choice on the WorldStrides Heritage Performance program Official Registration Form.

1. **Rating** – The group is rated against a national standard according to a 100-point scoring system and receives a WorldStrides Heritage Performance Program Award with the rating level earned.
2. **Rating and Ranking** – The group is rated as described above and also ranked with other groups in its classification. The trophy or plaque shows both the award level and placement (1st – 3rd place only).
Please Note: There must be at least two groups within the same category and class to allow ranking.
3. **Comments-Only** – The group is fully adjudicated but does not receive a rating or ranking. Groups that receive comments-only will receive a Participation Plaque.

CLASSIFICATION

Marching Field Show Bands will be classified according to the number of playing musicians on the field, including percussion. Drum majors, pit percussion, and auxiliaries are not included in this total. Bands are permitted to move from their qualifying class to a larger class but never to a smaller class. Bands experiencing a reduction in the number of performers making the trip may move to a smaller class only with the approval of the Event Director.

Classifications for Field Show and Parade Contests:

Class A	60 musicians or fewer
Class AA	61 - 96 musicians
Class AAA	97 or more musicians
Exhibition Class	Any band who wishes to perform but cannot, or chooses not to, compete

SCORING SYSTEM

It is in keeping with the philosophy of WorldStrides Heritage Performance programs that music is the most important element of a band's performance, with Marching & Maneuvering and General Effect serving to enhance the presentation. Therefore, the music performance score is more heavily weighted.

The WorldStrides Heritage Performance program scoring system is:

Music Performance	40 points
Marching & Maneuvering	30 points
General Effect	30 points

(see enclosed sample adjudication forms beginning on page 14)

EVENT ADJUDICATORS

Each WorldStrides Heritage Performance program Adjudication Panel is selected by the Event Director. The panel is chosen in such a way as to result in a balanced team. All adjudicators are respected musicians and educators and will provide each band with a combination of taped and written constructive comments.

MARCHING FIELD SHOW

Performance Rules

- All bands must report to the starter at the field entrance gate five minutes prior to scheduled performance time.
- The starter will indicate when you may enter the field.
- A one-minute warm-up will be permitted from your starting position prior to the start of your performance.
- After warm-up, the drum major or field commander must wait for the following verbal announcement:
 - Announcer:* Are the judges ready?
 - Drum major,* is your band ready?
 - [Drum major salutes the stands.]
 - Announcer:* You may enter the field in competition/exhibition.
- The full presentation should be no less than eight minutes and should not exceed 12 minutes in duration. Timing will begin with the first note of music or the first step by the band proper. Execution judging will cease at 12 minutes or the obvious conclusion of the performance.
- Penalties:

<u>Undertime:</u>	0.1 for each 6 seconds or fraction thereof
<u>Overtime:</u>	1.0 for each 6 seconds or fraction thereof
<u>Field Entry:</u>	0.5 penalty for failure to enter field at starter's signal
<u>Failure to Report:</u>	2.0 point penalty for failure to report to the starting line at assigned time resulting in a delay of the contest or a change in contest order
- The band will exit the field using its own drum cadence. Cadence must cease when the last performer crosses the field boundary.
- All units are encouraged to contain their performance to the confines of the competition area. However, there will be no penalties or adverse scores from the judges for exceeding the field boundaries.
- Should a fall occur, the performer may return to an upright position and resume marching without any mandatory penalty.
- Units will not be permitted to "troop the stands" following their performance.
- Dropped equipment will not result in a mandatory penalty but may impact General Effect scores.
- The use of mechanized vehicles, animals (live or dead), and pyrotechnics of any kind (including fireworks, fire batons, discharge of arms, or any hazardous material) is not permitted.
- The location of the Field Show Contest will be included with your final itinerary.

Competitive Area

The competition field will be a regulation-sized football field, 160 feet wide by 300 feet long. The boundaries of the field will be marked. The field will be lined at five-yard intervals and divided into thirds by hash marks (fields with high school regulation hash marks are desired but not always available; consult your Event Director for details on hash marks at your event).

Entrance and Exit

Field entrance and exit may be made from any point on or off the field. The band proper and band front units are permitted to stage on the field. Conclusion of the performance may be made at any point on or off the field and exit made over any boundary line.

PARADE REVIEW

Performance Rules

- The procedures for Parade and Parade Review adjudication will be as follows:
 - The judging area will be 100 yards in length. The beginning and end of the judging area will be clearly marked.
 - Bands will approach the judging area and will be met by the starter (depending on event).
 - The starter will instruct the drum major to proceed through the judging area. However, the starter may instruct the drum major to hold to allow time for the preceding band to clear the judging area or to allow judges time to complete scoring of the previous band. In either case, the drum major must adhere to the instructions of the starter.
 - The starter will give the instruction for the drum major to proceed with the band into the judging area.
 - Judging will commence when the first member of the unit crosses the starting line. You may not set up any unit member in the judging area. Penalty: .5 points.
 - Once the unit is given the signal to proceed, it must maintain continuous forward motion through the judging area. Penalty: 1.0 point per violation.
 - A cadence of approximately mm. 120 must be maintained. Penalty: 1.0 point per violation.
 - Bands instructed by the starter to hold in the pre-judging area will have 30 seconds in which to resume forward motion after the signal to proceed has been given to the drum major. Penalty: 0.1 per second in violation.
 - Judging will cease when the last member of the unit crosses the finish line.

- The reviewing stand is usually positioned to the band's RIGHT, and will be located at the midway point of the judging area. You will be notified of any deviation.

- The drum major is required to render a salute to the reviewing stand. Penalty: 1.0 point for failure to salute.

- Bands are reminded that they should be playing as the first member of the unit crosses the starting line and should continue playing until the last member of the unit crosses the finish line.

- The parade route and other pertinent information will be included with your final itinerary.

GENERAL RULES AND GUIDELINES

National Colors

Use of the National Colors is optional. If they are used, they must always be guarded by an individual bearing a rifle, saber, or sidearm within three paces of the flag. The guard may be positioned anywhere within a 360-degree radius. There will be no trailing violations. The National Colors shall never be dipped in any direction or to any person; shall never be permitted to touch the ground; and the bearer shall not engage in any back steps, side steps, dance steps, etc.

Awards

The following awards will be presented at the Field Show and Parade Contests Awards Ceremony:

Ranking Trophies: 1st, 2nd, and 3rd place winners will receive placement trophies. All remaining will receive participation trophies.

Caption Awards: A set of caption awards will be given for each class, so long as there are two or more bands competing in a given class. If there are too few bands in a given class, they will be combined as follows for the purpose of caption awards: Class A and AA will be combined. Class AAA remains alone. Caption awards include:

- Best Music
- Best Marching & Maneuvering
- Best Drum Major
- Best Auxiliaries
- Best Percussion
- Best General Effect
- Exhibition Award:* Any band performing in exhibition will receive a plaque recognizing its performance.
- Sweepstakes Award: This will be awarded to the band with the highest combined Field Show and Parade score.

Any groups who don't participate in field show or parade contests but do perform in a WorldStrides Heritage Performance program halftime or pre-game show will receive a special plaque recognizing their performance.

*Some bands may not be allowed by their state's rules to compete in any out-of-state activity, or may choose not to compete. Upon request, they may receive taped comments by the panel of adjudicators and may still be considered for a pre-game performance (varies from game to game).

FREQUENTLY ASKED QUESTIONS

1. **What kind of selection process is there to get into a WorldStrides Heritage Performance program, and does our band have to have a long resume to be accepted?**

Each band submits a one-page form that can be filled out on the website or faxed in that describes the past trips, events the band has attended, and awards the band has received. A video of a recent field show contest or parade is also helpful. Every band that applies will have an opportunity to attend one of the WorldStrides Heritage Performance program events. The size of the band and competitive level of the group often determines which event is best suited for the band.

2. **Do we have to be a large band to be accepted?**

No. All the bowls have a contest format that follows a class size by the number of musicians marching on the field - A(60 or fewer), AA(61-96), and AAA(97 and above). One of the goals of WorldStrides Heritage Performance programs is to allow bands of all sizes to have the opportunity to attend a major event that helps them build their band program for the future. It is very rewarding for us to help a band of 60 begin the rotation of attending a WorldStrides Heritage Performance program event and watch as each year they grow larger in size.

Please note: Certain parades do require us to select bands with over 100 musicians.

3. **What is the best way to determine which event is best for our band?**

Answer these important questions to better help you make your decisions.

- Are you planning on being competitive? Some events are better suited for the very competitive band.
- How much do you want to spend? If you go to a BCS game (Sugar Bowl or Orange Bowl), you will spend more on the cost of the program due to the prestige and location.
- Are you going by bus or air? We have enough event options that you can choose an event that is within a reasonable bus trip away, therefore keeping costs down.
- What time of year do you want to be gone? We have parade options during Thanksgiving break and over Memorial Day weekend. We also have multiple bowl game options over the holiday break.

4. **Who are the judges who adjudicate the contests and work directly with the bands to put together the big mass band show?**

WorldStrides Heritage Performance programs assembles a first-class list of outstanding clinicians and adjudicators from a diverse music education background. Recent judges have included Dr. Ken Dye from Notre Dame, Thom Hannum from the University of Massachusetts, Wayne Downey with the Concord Blue Devils, and Tim Lautzenheiser.

5. **How do students register?**

Registrants should go to www.worldstridesheritageperformance.org and click the Register Online button on the right side of the homepage to begin the simple registration process.

6. **What information is required to successfully register?**

Only the Trip ID number (found at the bottom of the registration form or on your invoice) and basic contact information is required to register successfully. Basic contact information includes name, address, telephone number(s), email address, date of birth, etc.

7. **What is MyTrip?**

MyTrip is an online resource that will help you and your students prepare for your program by staying in constant communication. It allows you to view registrants, create rooming lists, post announcements, download resources, and more!

8. **How do I register for MyTrip and Director Resources?**

Visit www.worldstridesheritageperformance.org and click the MyTrip link. Click the *Program Leader and Directors Click Here to join MyTrip* button. Select your user role and your status information to determine what information is required to create an account.

- Director ID: the customer account number assigned at the time of registration for the program and found on confirmation messages and every invoice
- Trip ID: the code that identifies your program and is listed on your Registration Letter.

9. **How does the money side of things work?**

Once a band has been invited to an event or made their decision on what best suits their program, a contract is provided that outlines all the details your parents, principal, and school board will need to finalize the approval process. This contract is then signed and sent back with a non-refundable \$1,000 deposit, and we develop a payment schedule that works best for the group's fundraising

plans. Additional deposits will be sent in to WorldStrides Heritage Performance approximately every other month leading up to the trip with final payment due 45 days before departure (see page 2 for details). We also provide special incentives for groups who register and make payments early.

10. What does the cost of the trip typically include?

In most cases the cost includes four nights lodging in a brand name hotel such as Hyatt, Marriott, Holiday Inn, Hilton, Embassy Suites, Radisson, etc., band performance opportunities such as the field show contest, concert and jazz clinics, mass band halftime finale at the game, and the game ticket. Our in-house Destination Specialists can also arrange for other meals, sightseeing, air fare, and busing to be added on to your trip.

11. Do we have to go through WorldStrides Heritage Performance to get to the event?

Yes, in most cases, the event has signed an exclusive contract with WorldStrides Heritage Performance programs. This ensures quality control and the ability to work closely with the bowl or parade in setting up a program that works in conjunction with the event schedule. While your own travel agent can work with WorldStrides Heritage Performance programs in purchasing the ground portion of the package and coordinate the other portions of the trip such as air, busing, and sightseeing, we recommend using WorldStrides Heritage Performance services for the entire travel program.

12. Are there advantages to using WorldStrides Heritage Performance for the entire travel program?

Absolutely! Because of the large volume of business we do in the travel field as part of the WorldStrides family, our purchasing power provides excellent discounts in air fares, sightseeing fees, meals, and hotel costs. It is also much easier to work with one person, one phone call, and one payment compared to trying to work with several travel professionals to organize different aspects of your trip.

13. Do WorldStrides Heritage Performance programs have other perks?

Yes, we offer band directors special incentives for early payments. Band directors that continue to bring their bands to a WorldStrides Heritage Performance program year after year receive automatic acceptance into special events. Every director and a guest of their choice can attend a special Director's Preview Weekend at the city of the bowl game they are attending (as long as director meets program requirements). This occurs during the summer months over a weekend and includes two nights hotel accommodations, meals, sightseeing, and plenty of information to help prepare for the trip. Above all, the Director's Preview Weekend offers a great deal of fun in getting to know the city, other directors, our staff, and the bowl game officials.

14. Why should I consider attending a WorldStrides Heritage Performance program?

There are many good reasons. First, our events are of the highest caliber with national reputations and national networks. We also have carefully chosen destinations that offer tremendous historical and sightseeing opportunities. The events fall over a holiday season, making it much easier to be away from school and to receive parental and administrative approval.

15. When do we get the music for the mass band show?

The halftime theme is selected by the bowl and some times includes major guest stars. Once we have a theme and guest stars are selected, we begin arranging the music for the show. For an event in late December, for example, we usually send music out the first week of November, giving you about six weeks to memorize and rehearse the five to six minutes of music. A full score with individual parts is sent out along with audio electronically to help with tempos, articulations, and often guest star tracks to play along with.

16. Do we have to compete? What are our performance options?

Bands have the option to compete in the field show and parade. The concert and jazz clinics offered at some bowls are also optional and not competitive, but instead are educational with on-stage clinics and taped comments to help prepare your group for the spring event season. If a bowl game has a parade, all bands are asked to participate, and all bands must participate in the mass band performance. Special performances at malls, museums, public areas, etc., may also be arranged if requested.

17. How soon should we begin the planning process for a big marching band trip?

We recommend from one year to 18 months of advance planning, although many well-organized and funded bands can complete the process in less time. We also recommend that you have a very solid and carefully scheduled fundraising plan that can be implemented by your Booster Group and presented to your administration for approval.

USEFUL ONLINE RESOURCES

WorldStrides Heritage Performance page

www.worldstridesheritageperformance.org

- Discover highlights and package inclusions for each bowl game and parade.
- View videos overviewing each program.
- Learn about other exciting performing opportunities available to your band through WorldStrides.

MyTrip

mytrip.worldstrides.org

- Find out more about professional development. Check your state's requirements or apply for a transcript in Discovery for Credit.
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- Create hotel rooming lists, communicate important information to travelers, and more!



Sample Adjudication Forms

DRUM MAJOR ADJUDICATION FORM



NAME OF SCHOOL: _____

NAME OF BAND DIRECTOR: _____

CLASSIFICATION: _____ Class A - (60 or fewer) Class AAA - (97+)
Class AA - (61-96) Exhibition

PARADE COMPETITION

FIELD COMPETITION

(Check one)

LEADERSHIP (50 points)

- Control of Band
- Conducting
- Showmanship/Overall Contribution
- Appearance

POINT TOTAL (50) _____

EXCELLENCE (50 points)

- Posture/Carriage
- Poise/Professionalism
- Twirling/Visuals

POINT TOTAL (50) _____

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS _____

Signature of Adjudicator

MARCHING BAND FIELD SHOW COMPETITION FORM



NAME OF SCHOOL: _____

NAME OF BAND DIRECTOR: _____

CLASSIFICATION: _____
Class A - (60 or fewer) Class AAA - (97+)
Class AA - (61-96) Exhibition

Musical Performance (Maximum Possible Points - 40)

- Tone Quality
- Intonation
- Balance
- Rhythm
- Technique
- Accuracy
- Interpretation and Musical Effect

POINT TOTAL _____

Marching Performance (Maximum Possible Points - 30)

- Carriage (body and instrument)
- Individual problems (out of step, attention, eyes forward, etc.)
- Alignment
- Intervals
- Exposure to error

POINT TOTAL _____

General Effect (Maximum Possible Points - 30)

- Entrance and Exit
- Showmanship
- Variety
- Repertoire
- Coordination of Elements
- Continuity
- Correlation of Movement and Music

POINT TOTAL _____

RATINGS

90-100 = Superior Rating
80-89 = Excellent Rating
70-79 = Good Rating
60-69 = Fair Rating
00-59 = Participant

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS _____

DIVISION RATING _____

Signature of Adjudicator

PERCUSSION ADJUDICATION FORM



NAME OF SCHOOL: _____

NAME OF BAND DIRECTOR: _____

CLASSIFICATION: _____ Class A - (60 or fewer) Class AAA - (97+)
Class AA - (61-96) Exhibition

PARADE COMPETITION

FIELD COMPETITION

(Check one)

COMMENTS

MAX 100 points

To be considered:

- Uniformity
- Precision
- Contribution
- Musicality
- Difficulty
- Tuning and Tone
- Note Accuracy

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS _____

Signature of Adjudicator

AUXILIARY UNIT(S) ADJUDICATION FORM



NAME OF SCHOOL: _____

NAME OF BAND DIRECTOR: _____

CLASSIFICATION: _____ Class A - (60 or fewer) Class AAA - (97+)
Class AA - (61-96) Exhibition

PARADE COMPETITION

FIELD COMPETITION

(Check one)

THE FOLLOWING CAPTIONS WILL CONSIDER THE OVERALL PERFORMANCE AND DESIGN OF ALL AUXILIARY ENSEMBLES, AS WELL AS THE CONTRIBUTION OF EACH INDIVIDUAL TO THESE ENSEMBLES, WITH REGARD TO BOTH MOVEMENT AND EQUIPMENT.

COMPOSITION (50) (The designed visual interpretation of the musical program)

- Musicality
- Staging/Coordination
- Variety/Creativity
- Effectiveness
- Appearance

POINT TOTAL _____

PERFORMANCE (50) (The accomplished visual expression of designed program)

- Technique/Training
- Expression/Interpretation
- Control/Recovery
- Poise/Professionalism
- Effectiveness

POINT TOTAL _____

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS _____

Signature of Adjudicator

MARCHING BAND PARADE SHOW COMPETITION FORM



NAME OF SCHOOL: _____

NAME OF BAND DIRECTOR: _____

CLASSIFICATION: _____
Class A - (60 or fewer) Class AAA - (97+)
Class AA - (61-96) Exhibition

Musical Performance (Maximum Possible Points - 40)

- Tone Quality
- Intonation
- Balance
- Rhythm
- Technique
- Accuracy
- Interpretation and Musical Effect

POINT TOTAL _____

Marching Performance (Maximum Possible Points - 30)

- Carriage (body and instrument)
- Individual problems (out of step, attention, eyes forward, etc.)
- Alignment
- Intervals
- Exposure to Error

POINT TOTAL _____

General Effect (Maximum Possible Points - 30)

- Entrance and Exit
- Showmanship
- Variety
- Repertoire
- Coordination of Elements
- Continuity
- Correlation of Movement and Music

POINT TOTAL _____

RATINGS

90-100 = Superior Rating
80-89 = Excellent Rating
70-79 = Good Rating
60-69 = Fair Rating
00-59 = Participant

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS _____

DIVISION RATING _____

Signature of Adjudicator

JAZZ BAND/STAGE BAND ADJUDICATION FORM



NAME OF SCHOOL: _____

NAME OF BAND DIRECTOR: _____

CLASSIFICATION: _____
Class A - (60 or fewer) Class AAA - (97+)
Class AA - (61-96) Exhibition

Tone (Maximum Possible Points - 20)
• Control
• Beauty
• Blend
POINT TOTAL _____

Intonation (Maximum Possible Points - 20)
• Chords
• Melodic line
• Tutti section
POINT TOTAL _____

Technique (Maximum Possible Points - 20)
• Articulation
• Facility
• Precision
• Rhythm
• Attacks
• Releases
POINT TOTAL _____

Balance (Maximum Possible Points - 20)
• Ensemble
• Sectional
POINT TOTAL _____

Interpretation (Maximum Possible Points - 20)
• Expression
• Dynamics
• Artistry
• Phrasing
• Tempo
• Styling
• Soloists
POINT TOTAL _____

RATINGS

90-100 = Superior Rating
80-89 = Excellent Rating
70-79 = Good Rating
60-69 = Fair Rating
00-59 = Participant

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS _____

DIVISION RATING _____

Signature of Adjudicator

MASS BAND INSTRUMENTATION FORM

School _____ School Phone _____

Event _____ Director _____

	Mass Band
Flute/Piccolo	
Clarinet	
Alto Saxophone	
Tenor Saxophone	
Baritone Sax/B Clarinet	
Trumpet	
Horn	
Trombone	
Baritone	
Tuba	

	Mass Band
Snare	
Triples/Quads	
Bass Drum	
Cymbal	
Bell	
Xylophone	
Marimba	
Misc. Pit	

	Mass Band
Flag	
Drill/Dance Team	
Pom	
Twirlers	
Rifle	
National Colors/Banner	
Other	

	Mass Band
Total Auxiliary	
Total Band Number	

Please note: Drum majors should be included in the instrument count and should plan to play in the mass band.

Marching Band Classification*

- A (1-60)
- AA (61-96)
- AAA (97+)
- Exhibition

- We are performing in:**
- | | | |
|-------------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Field Show | <input type="checkbox"/> Concert Band | <input type="checkbox"/> Other |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Jazz Band | |

* For Band Classification, include only the number of playing musicians on the field or street. Pit percussion, drum majors, and auxiliaries are not included in the count.

You must plan to bring any extra equipment you need for your field show performance, i.e., timpani, chimes, mallets, etc. We will arrange percussion equipment for your concert/jazz band performance.

SCHEDULE OF FINANCIAL DEADLINES BOWL GAME PROGRAMS

Registration

Group Deposit

Your non-refundable group deposit holds your spot at the event. A **minimum deposit of \$1,000** is due at registration (\$2,000 if less than 180 days prior to event).

June 1

Second Group Deposit

Your second installment is due on June 1 (or 30 days after registration whichever is later). The amount due is **\$50 per expected number of travelers**. The total amount from this deposit will be credited to your account.

100 days prior to departure

65% of Trip Cost Due

65% of your total trip cost is due 100 days prior to departure.

November 1

Bowl Game Rooming Lists Due

On November 1, your hotel rooming lists are due. Once rooming lists are final, all cancellation penalties will apply to individual travelers who cancel even if the group is still planning to attend.

50 days prior to departure

Final Balance Due

Your remaining balance is due 50 days prior to trip departure.

30 days prior to departure

Late Add-on Balance Due

For any late additions to your itinerary, the final payment for these will be due no later than 30 days prior to departure.

2013 Cancellation Policy Summary

1. If the entire reservation is canceled by the school after registration, WorldStrides Heritage Performance will refund all amounts paid less the \$1,000 initial deposit and all applicable airline, costume, and other cancellation fees.
2. If the school or participant cancels the reservation more than ninety days prior to departure, WorldStrides Heritage Performance will charge a \$100 fee per person plus all applicable airline and other cancellation fees.
3. If the school or participant cancels the reservation less than ninety days but more than thirty days prior to departure, WorldStrides Heritage Performance will charge a 50% cancellation fee based on program price plus all applicable airline and other cancellation fees.
4. If the school or participant cancels the reservation less than thirty days prior to departure, no refund will be given.

PARTICIPANT GUIDELINES

WorldStrides Heritage Performance programs are responsible for making arrangements for all services included in the program. By enrolling online, each participant (parents or guardians for participants under the age of 21) releases WorldStrides Heritage Performance, its directors, officers, or any employee from any and all claims of any nature whatsoever from any injury, loss, damage, cost, accident, delay, irregularity, or expense arising out of the performance or operation of a WorldStrides Heritage Performance program except for any such claim arising out of the negligence or fault of the directors, officers, or employees of WorldStrides Heritage Performance programs in the scope of their employment.

Director's Responsibilities in Accordance with Participant Guidelines:

1. The director will make room assignments in Director Resources on MyTrip.
2. You and your group are expected to take part in all scheduled activities. Directors and chaperones will make sure that students are present at all activities including any special meals.
3. Impromptu meetings may be called occasionally. Attendance by all participants is required at these meetings.
4. Your event will have a mandatory directors meeting where attendance by directors is required.
5. The director and chaperones will make room checks nightly. The director, in accordance with the hotel policy, will set a curfew each night.
6. All participants must be on time for all scheduled departures and activities. Times will be listed on your final itinerary.
7. Dress standards require modest and appropriate attire at all times. This means no revealing or tight clothing for girls and no extremely baggy clothing for boys.
8. Some program destinations offer a dance in conjunction with the awards ceremony. At these dances, vulgar or inappropriate dancing will not be tolerated. Directors and chaperones are responsible for monitoring the dance.
9. Participants are responsible for carrying their own luggage.
10. Students are not to leave the hotel without first checking with their director. Students are expected to honor the "buddy system," which means that they NEVER go anywhere alone.
11. Drinking alcohol and using illegal drugs is strictly prohibited. Any student caught using either will be sent home immediately at the expense of a parent or guardian.
12. Smoking in buses, hotel rooms, and at all program activities is prohibited.
13. Vulgar language is not acceptable at any time.
14. The director is responsible for all students from their initial departure until their return home.
15. Positive, appropriate, and suitable behavior is required at all times.

INSURANCE INFORMATION

WorldStrides Heritage Performance programs include the following protection for all participating groups:*

Illness & Accident Insurance

WorldStrides secures coverage for event package groups (one or more hotel night packages) and provides health and accident insurance coverage for each full-paying event package participant.

Liability Insurance

Liability coverage is extended to all participating school/college administrators, group directors, and official chaperones/advisors. A certificate of insurance can be issued naming a specific school/district on request.

USTOA Travelers Assistance Program

By traveling with WorldStrides, you and your students are protected through the \$1 Million USTOA 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. 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 email to information@ustoa.com, or by visiting their website at www.ustoa.com.

** Please note:* Event-only participants are not included or covered in this plan.



American Income Life Insurance Co.

P.O. Box 50158 • INDIANAPOLIS, INDIANA 46250
(317) 849-5545 • (800) 849-4820 • www.americanincomelife.com

Group Activities Accident and Illness Policy

Policy # SRP 4650

Heritage Education & Festivals

Table of Benefits	Maximum Benefits
For expenses incurred within 52 weeks of the date of Accident for Medical and Surgical Treatment, X-Ray Charges, Hospital Confinement, Ambulance Expense and Prescriptions up to . . .	\$7,500.00
For Dental Expenses incurred within 52 weeks of Accident, involving sound, natural teeth . . .	\$750.00
For Medical and Hospital Expense for illness which manifests itself on the day or days this policy is in force up to . . .	\$1,500.00
For Medical Expenses from these specified diseases: Poliomyelitis, Diphtheria, Scarlet Fever, Small-pox, Tetanus, Cerebrospinal Meningitis, Typhoid Fever, Leukemia or Primary Encephalitis . . .	\$3,000.00
For losses within 100 days of Accident which result in the loss of life . . .	\$4,000.00
For losses within 100 days of Accident which cause loss of both hands or both feet, or one hand and one foot, or the total and irrecoverable loss of sight of both eyes . . .	\$7,500.00
For losses within 100 days of Accident which cause the loss of one hand or one foot or the loss of sight of one eye . . .	\$3,750.00
Medical Evacuation	\$10,000.00

The policy provides PRIMARY, NO-DEDUCTIBLE coverage as outlined above.

This policy does not cover the following:

- Eyeglass replacement of prescription
- Hernia in any form
- Suicide, self-destruction or any attempt thereat
- Pregnancy
- Pre-existing conditions
- Loss covered by Worker's Compensation or Medicare
- Treatment by self, family members, or person employed by the policyholder
- Participation in snow tubing, tobogganing, or bobsledding
- Dental treatment other than injury to sound, natural teeth
- Illness or accident while under the influence of alcohol, drugs, or any other intoxicant

Certificate of Insurance

We hereby certify that application has been received and we have bound medical coverage as outlined above for

**Heritage Education & Festivals
Policy # 4650**

**Effective as per the schedule
through 6/1/2013**

Kathy C. Hinkley
Authorized Rep. Of AIL

INCIDENT REPORT

GROUP NAME: _____ GROUP NUMBER: _____

NAME OF INSURED (student/chaperone): _____

HOME PHONE NUMBER: _____

DATE OF INCIDENT: _____

(If incident occurred at the hotel, please list hotel name and specific location of incident)

WAS THE INCIDENT REPORTED TO POLICE/FIRE DEPARTMENT? (circle one) YES NO

THE INCIDENT WAS REPORTED TO: _____

LIST THE SPECIFIC DEPARTMENT AND INDIVIDUAL'S NAME: _____

DESCRIPTION OF INCIDENT: _____

MEDICAL/TREATMENT FACILITY: _____

(If applicable)

DESCRIPTION OF INJURY: _____

SIGNATURE OF PERSON COMPLETING REPORT: _____

DATE OF REPORT: _____

Please fax or mail completed report to:

Legal Department
218 West Water Street, Suite 400
Charlottesville, VA 22902
(434) 982-8710 Fax
(800) 999-7676 Phone

HOW TO FILE A CLAIM

1. Written notice of claim, or Claim Report, must be given to the company within twenty days of commencement of any loss covered by this policy or as soon as is reasonably possible.
2. All claims must be completed and signed by the music director, chaperone, or the group leader who is unrelated to claimant.

Report the following:

- a. Policy Number under which person was covered.
 - b. Application Serial Number for this activity.
 - c. Name of the disabled person.
 - d. Date of disability.
 - e. How the disability was sustained.
3. Please provide:
 - a. Complete medical diagnosis by the attending physician.
 - b. Itemized statements for services rendered by doctor or hospital are necessary in all instances.

Reimbursement is made directly to medical provider unless otherwise indicated.

ALL CORRESPONDENCE WILL BE DIRECTED TO THE POLICYHOLDER.

Pennsylvania: 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.

AMERICAN INCOME LIFE INSURANCE COMPANY — SPECIAL RISK DIVISION

P.O. BOX 50158 INDIANAPOLIS, INDIANA 46250 (317) 849-5545 FAX (317) 849-2793



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