

REFERENCE GUIDE



Festivals At Sea

Bands • Choirs • Orchestras • Senior Class • Dance Groups

REFERENCE GUIDE

FESTIVAL AND PERFORMANCE PROGRAMS

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Director/Group Leader Checklist

1. Ensure that everyone has proper identification to enter Bahamas, Mexico or Caribbean. Each person must have their birth certificate (original or certified copy with raised seal) along with a government-issued photo ID, or a valid passport (RECOMMENDED). If you are a Non-U.S. Citizen, please contact your local embassy for proper identification. For up-to-date travel requirements, visit the U.S. Department of State website at www.travel.state.gov/travel.
2. Set aside \$1 per bag for the longshoremen to transport your luggage from the bus to the ship

Performing Groups:

3. You must fill out an equipment list form if you have instruments or any type of equipment (if applicable).
4. **If participating in a festival** - Collate **2 ORIGINAL** conductor's scores for each adjudicator for each festival performance group. Please number the measures throughout each selection. Place scores in an envelope with the school's name and name of the performing group for each adjudicator.
5. Delegate a chaperone to deliver adjudicator's scores at the festival (if applicable).
6. Contact Customs office to register your musical equipment (see musical equipment registration)

IF YOU HAVE ARRANGED YOUR OWN BUS TRANSPORTATION:

- * Submit your itinerary to your bus company at least 30 days prior to departure. Make sure you understand the driver's driving/sleeping requirements and return the bus driver accommodation form.
- * Reconfirm your itinerary and times of departure with your bus company a few days before the trip.
- * Ask your bus company for a 24-hour emergency number.

Please return the following completed Forms to Us:

ALL GROUPS

- Transportation Form
- Chaperon Acknowledgement Form
- Emergency Contact Form
- Emergency Contact Form
- Cabin List (completed on www.festivalsatsea.com)
- Student Conduct & Parent Agreement forms (Note: If your group is sailing on RCCL this form must be notarized and brought to the port)

PERFORMING & FESTIVAL GROUPS ONLY

- Performance Information Form
- Director's Plaque Order Form
- Equipment list Form
- Equipment Storage Release Form (if applicable)

Festivals At Sea student group cruises include the following:

- A comfortable interior stateroom with 24-hour room service
- All meals, including fine dining, late night snacks and specialty buffets, casual buffet dining, 24-hour pizzeria, made-to-order deli, 24-hour ice cream, snacks, and more
- All shipboard activities and entertainment including professional live shows in the main show lounge nightly, game shows, trivia, swimming, dancing, gym, Teen Club, karaoke, and much, much more
- Performance on board ship or portside (optional)
- Personalized performance plaque for every performing group
- Director's Club gift for each director
- Personalized trophy and written/taped commentary by a highly experienced adjudicator for each group participating in our Festival program
- A Festivals At Sea representative available 24 hours a day on board the ship to assist with everything from check-in to your rehearsals, performances, and even arranging shore excursions or photo sessions (on most sailings).
- A Welcome Aboard meeting and a Debarkation meeting for Festivals At Sea groups only. On most sailings, your onboard rep will go over information you need to know, tailored to your group, and complimentary soft drinks and light snacks will be served at the Welcome Aboard meeting (Carnival only)
- All applicable taxes and fees
- Prepaid on-board gratuities
- \$2,000,000 liability insurance coverage

GENERAL CRUISE TRAVEL TIPS

Travel Documents

United States citizens need proof of citizenship, *which can be a Passport (recommended) OR your original or certified copy of your state-issued birth certificate and a government-issued photo ID (driver's license or similar)*. A Passport would enable a guest to fly from the U.S. to meet their ship at the first foreign port of call, should they miss their scheduled embarkation; it also allows any guest who would need to disembark the ship prior to the conclusion of the cruise and fly back to the U.S. (in case of a medical emergency, for example) to do so without significant delays, complications, or denial. Passports may be obtained at <http://www.travel.state.gov/passport>.

Festivals At Sea will, to the best of our ability, inform our groups about current proof of citizenship requirements for cruise travel. However, for the most current and accurate travel information, please visit the Department of Homeland Security website at <http://www.dhs.gov>. Currently, Passports will not be required for U.S. Citizen cruise passengers departing from, and returning to, the same U.S. port ("closed-loop" cruises).

Resident Aliens need an Alien Resident Card. Non-US citizens need a valid Passport and valid U.S. Multiple RE-Entry Visa. **IMPORTANT!** Non-U.S. Citizens and/or foreign exchange students will need to contact their Local Immigration office or U.S. Immigration at 800-375-5283 to find out what paperwork they will need to enter various ports of call. Any person not having the necessary travel documents will not be allowed to board the ship and will not receive a refund for their cruise. Neither the cruise lines nor Festivals at Sea assume responsibility for advising guests of immigration requirements. It is the responsibility of the guest to ensure that they have the correct documentation to travel.

Festivals At Sea is a paperless agency, though instructions on how to access each person's e-ticket will be provided. Passengers must carry their booking confirmation and/or printed FunPass (Carnival) or SetSail Pass (Royal Caribbean) and proof of citizenship, including a Passport or birth certificate & photo ID, at embarkation. These items must be passed out to each individual **prior** to arrival at the port. Check-in at the pier will be done by cabin groups; not individually.

Online Check-In (FunPass and SetSail Pass)

It is strongly suggested that you pre-register for your sailing online. You will receive a cabin list from your travel consultant approximately 60 days prior to sailing, which will show all individual booking numbers for all booked cabins. With your individual booking number and passport or birth certificate, we recommend that Carnival guests log on to www.carnival.com/mycruise to pre-register for the cruise. Royal Caribbean guests will log on to www.royalcaribbean.com, click on “Before You Board”, then “Online Check-in” to register. This advance registration will expedite your check-in process on the day of sailing, and you will only need to bring the printed FunPass (Carnival) or SetSail Pass (Royal Caribbean) registration plus your proof of citizenship to the pier for check-in. Please note that a FunPass or SetSail pass may not be printed for cabins with any guests under the age of 18.

Festivals At Sea Representative

A Festivals at Sea representative will travel with all groups on most Carnival cruises for the duration of the sailing. A Festivals at Sea representative will sail with our Royal Caribbean groups only if 40 or more guests are booked through Festivals At Sea. This representative will be available to handle any questions or issues that may arise during the cruise as well as ensure that your performances are correctly arranged and begin on time as scheduled. Upon your arrival to the pier, if feasible, your on-board rep will meet your group and assist you with check-in. The absence of our rep from your sailing, due to a flight cancellation or other act that is beyond our control, does not constitute grounds for a refund of any kind.

Sail & Sign (Carnival)

No cash is accepted for purchases onboard ship. All passengers will use their “Sail & Sign” card for all ship purchases. Your Sail & Sign account must be set up with a valid credit card (in the passenger’s name only), cash, debit cards (in passenger’s name with VISA or MasterCard logo) gift cards (except those with AMEX logo), or traveler’s checks. No checks of any kind will be accepted. A minimum amount is required to set up your onboard account; it is usually a minimum of \$50 for cash accounts, but may be more, depending upon the length of the cruise. Please check with your travel consultant for more information. You can replenish your account with additional cash at anytime, and if there is a balance left on the card, you will receive the balance the day before you disembark the ship (when you close out your account). If you lose your Sail & Sign card, there is no fee for replacement, but any student under age 21 must take an adult chaperone with them to the Purser’s Information Desk in order to have the card replaced.

The birth date of the cardholder is entered into the master computer on the ship and anyone under the age of 21 will not be permitted to purchase alcohol. Neither the cruise line nor Festivals at Sea will be held responsible if a person under the age of 21 is caught with an alcoholic beverage. This shall be the sole responsibility of the group’s director and chaperones.

SeaPass (Royal Caribbean)

No cash is accepted for purchases onboard ship. All passengers must use a “Sea Pass” card for all ship purchases. Your “Sea Pass” account must be set up with a valid credit card (in person’s name only), cash, debit cards in passengers name or travelers check. No Checks will be accepted. Gift cards with a VISA logo will be accepted (No MasterCard or AMEX logos). A minimum amount is required to set up your onboard account and they are as follows: 3N and 4N \$50pp; 5N \$100 and 7N is \$200pp. You can replenish your account at anytime and if there is a balance left on the card you will receive it the day you disembark the ship.

RCCL makes special indication on all SeaPass cards and anyone under the age of 21 will not be permitted to purchase alcohol. Neither the cruise line nor Festivals at Sea will be held responsible if a person under the age of 21 is caught with an alcoholic beverage. This shall be the sole responsibility of the group’s director and chaperones.

Conduct and Agreement Forms

Your group is required to have 1 chaperon for every 10 students. (*Example; if your group has a group of 34 students, you would be required to have a minimum of 4 Chaperons*)

Chaperons are the foundation of your group. They are in charge of the group's safety and wellbeing. Many groups in the past have used chaperons to implement their own additional rules. When recruiting your chaperons please keep these helpful points in mind:

- A Chaperon is anyone over the age of 25, and should be affiliated with the group in some meaningful way, i.e. teachers, parents or other school staff.
- Each Chaperon may only be responsible for up to 10 students.

To ensure your trip is successful please choose chaperons who are willing to be up for the challenge of keeping your group safe and organized.

In order to have this exclusive chaperon policy with the Cruise Lines, Straight A Tours requires the following forms from your group. Chaperons are required to enforce the following rules:

1. Chaperon Acknowledgement of Responsibility Form-as stated, this lists the Chaperons' responsibilities.
 - The legal drinking age onboard is 21 and is strictly enforced. We do not allow the purchase of alcoholic drinks or bottles of liquor by adults for minors. Possession of alcohol by a minor will not be tolerated and any found will be confiscated (even if found in cabin).
 - Passengers under the age of 18 are not allowed in casinos.
 - Purchase, possession and consumption of drugs is illegal.
 - No abusive, offensive, or vulgar language or gestures should be directed to other guests or to staff and crew.
 - Large radios ("boom boxes") are not permitted on board.
 - Headphones must be used with radios on deck
 - No running in the hallways.
 - No noise in the cabin or corridor areas after 11PM
 - All student group guests in a cabin must be of the same gender
 - Excessive disturbance on board the ship will also result in loss of damage/student guideline deposit.
 - Student curfew is 1:00 AM for all guests under the age of 18
2. Student Conduct & Parent Agreement Form-every student will be required to have this form signed by their respective parent or legal guardian. If your group is traveling on RCCL, this form must be notarized and brought with the group to the port.

Spending Money

You will need money for baggage handling (\$1.00 tip per bag and per checked instrument is customary for the longshoremen), souvenirs, shore excursions, cab fare in port, and any beverages onboard ship not included with meals. Iced tea, lemonade, water, milk, and coffee/tea are included at no cost. Juices are offered at breakfast. An Unlimited Soft Drink Card can be pre-purchased or purchased on board the ship.

Gratuities

Prepaid cruise gratuities cover the Maitre'd, Dining Room Head Water, Waiter, Assistant Waiter, and your Cabin Stewards. Gratuity for individual beverage purchases (unless with pre-purchased unlimited soft drink card), room service, or any spa services received is not included.

Clothing

Casual attire is appropriate during the day. Formal attire is strongly suggested for formal night(s) - a tuxedo or suit is appropriate for men on formal night(s), and formal dress for women can be short or long dresses/gowns or formal pantsuits. Otherwise, dinner attire is casual resort wear. Shorts, T-shirts, swimsuits, and jeans are not permitted in the dining room during dinner.

Main Dining Room Seating

All student groups are assigned late seating on most Carnival sailings (times vary by ship). Table assignments are pre-assigned by group. If the group has specific seating requests, the group leader should advise their travel consultant as early as possible, or the Maitre' D once on board the ship. Student groups should sit at the table to which they have been assigned (found on the Sail & Sign (CCL) or SeaPass (RCI) card) so they can see which tables in the dining room have been assigned to their group. It is permissible to move around within the group's allotted seats, but not to utilize a table that was assigned to another group.

Medical Services

The ships' infirmaries are equipped to treat minor non-emergency matters. A doctor is available to render services at a customary charge; payment for services must be made in full BEFORE disembarking the ship. Receipts can then be submitted to your insurance company, if applicable. Doctors are independent contractors, and they have set office hours on the ship. If it is necessary to see the doctor outside of his/her posted hours, an additional fee will be charged. Groups are encouraged to bring their own health/medical forms for each person in the group, in case of emergency.

Special Needs

All cruise lines try to accommodate guests with special needs. Service animals are permitted onboard the ship if prior arrangements have been made at time of booking. In situations where a guest with special needs, such as a guest in a wheel chair, is unable to be comfortably accommodated due to vessel barriers and other criteria, the cruise line may require the guest to bring a companion to assist or make alternative arrangements.

Special Diets

Special diet requirements must be requested **at least** four weeks prior to sailing. Guests should also discuss the method of preparation of the menu items with their waiter or headwaiter while on the cruise. There may be limitations in the ability to accommodate special orders. Kosher meals are **not** available.

Cabin Block/List

Please be advised that all cabin assignments are made at the discretion of the cruise line and not your agents. All cabins are blocked as close together as possible. Groups are guaranteed at least Category 4B with Carnival Cruise Lines, and at least Category N with Royal Caribbean. Some cabins (especially triples) may be accommodated with a roll-a-way or trundle bed (or similar).

****Due to increased national security, it is imperative that we receive the legal first and last names of each passenger as well as their birth date and gender/marital status (Mr., Mrs., Mstr., or Ms.). The cruise line, the Department of Homeland Security, and U.S. Customs and Immigration require this information. Cabin lists may be submitted either via our website or via an e-mailed Word or Excel document. To generate your cabin list, go to www.festivalsatsea.com. Once you have completed your cabin list, you will be prompted to e-mail it to as many as 3 different people. E-mail the list to your Festival at Sea representative as well as to yourself. No faxed or handwritten copies will be accepted.****

NOTE: All cabins should be birthed at quad occupancy first. Single occupancy cabins may be purchased at an additional cost. However, if the total amount of single occupancy cabins exceeds 10 per group, there will be an additional charge of \$40 per day per single cabin.

Ship Rules

We want your group trip to be a pleasant experience for everyone. However, there are a few rules that must be enforced for the sake of everyone's safety and comfort. Failure to comply with the following guidelines may result in the offender(s) being removed from the ship at the next port of call, where they would have to make their own transportation plans to get home at their own expense:

1. Failure to attend mandatory meetings may result in change/loss of rehearsal or performance times
2. No noise in cabin areas after 11:00pm
3. No running or congregating in the hallways or elevator lobbies near the cabins
4. Abuse of physical property will not be tolerated
5. No abusive or offensive language
6. No drinking or possession of alcoholic beverages for those under the age of 21
7. Purchase, possession and consumption of illegal drugs will not be tolerated
8. Large radios ("boom boxes") are not permitted onboard. Headphones must be used with radios on deck

Emergency Telephone Number / Cellular At Sea

If needing to contact a Carnival ship, call 1-877-CCL-SHIP (1-877-225-7447). If needing to contact a Royal Caribbean ship, dial 888-724-SHIP (888-724-7447). You will need the name of the ship, sail date (date of departure), passenger name, and a major credit card. This telephone number should only be used in the event of an emergency, as a costly satellite fee will be assessed to all calls. Calling cards do not offset the satellite charges. Both Carnival and Royal Caribbean offer satellite cellular service on board most ships, which allows cell phone users to make and receive calls while at sea through the ship's satellite signal. Calls can be made on open decks and in some upper deck lounges / public areas. Charges vary by cell phone provider; most providers charge whatever your typical international roaming fees would be. We recommend that you check with your provider prior to sailing.

Ship Photos

The ship photographers will be taking candid and posed pictures of the passengers on the ship throughout the cruise. Group photos may be arranged through your on-board representative, if desired – please let him or her know as early as possible in the sailing where and when you'd like your picture, so that it can be arranged to your satisfaction. Royal Caribbean cruises may charge a "group sitting fee" to take a group photo. Carnival Cruise Lines will not charge a fee to take group photos. Photo purchases can be made in the Photo Gallery.

Limitations

Guests may bring a small amount of non-alcoholic beverages and snacks (such as soda, bottled water, candy, etc.) on board the ship. You are not permitted to bring any alcoholic beverages on board the ship, regardless of age. Fruits and vegetables purchased in a foreign country are not permitted back into the United States, and opened food or beverage containers of any type are also not permitted back on the ship from any foreign port of call. A costly fine may result if guidelines are not followed.

Luggage

Upon arrival to the port, longshoremen will take the group's luggage and instruments, if applicable, directly from your bus/car and load them onto the ship, where they will be delivered to your cabins by members of the Housekeeping staff. **Please be prepared to pay a gratuity of \$1.00 per checked bag and instrument for this service.** All luggage and equipment should be appropriately tagged with mandated cruise line tags. If group has purchased a storage cabin, the instruments headed to that cabin must be tagged accordingly. Luggage tags will be provided with the cruise line ticket, or may be printed from the cruise line's website. Additional tags will be available at the port. Tags should be legible with the cabin numbers clearly marked prior to the transfer to the port. Do not pack travel documents in the checked luggage; please keep them in hand or easily accessible in a carry-on bag. Neither Festivals at Sea nor the cruise line will be held responsible for lost, stolen or damaged luggage or instruments.

Minimum-Passenger Surcharge

Please be advised that if your total guest count falls below 30 total passengers, the cruise line will honor our reservation, but there will be a per-passenger surcharge of \$50.00. Groups falling below 20 passengers may not be able to sail.

Fuel Surcharge

Both Carnival and Royal Caribbean Cruise Lines retain the right to re-instate a fuel supplement if the price of crude oil rises above a set amount. Any fuel supplements added by the cruise lines will be passed along to all groups. Information about the fuel supplements may be found on the websites for the cruise lines.

Performance Programs – (Without Adjudication)

Number of Performances

Each school is guaranteed ONE performance no matter of the number of ensembles. Additional performances are at the discretion of the cruise line, and will incur additional fees.

Performance schedules will be provided approximately 2 weeks prior to your sailing date. Your group must be prepared to enter the performance area at your specified time (not before). Please note, due to time and space restraints onboard the ship, there are no formal warm-up opportunities available. If needed, please ask your representative prior to the cruise to schedule a rehearsal time for your group.

The cruise line dictates the date and time of all performances. Festivals at Sea make every effort to set the times for afternoons at sea. Rehearsals are usually set for the same day as the performance, either just prior to the performance or earlier in the day. Performance times are always at the discretion of the cruise line, according to the availability of the venue being used.

Performance Length

The type of performing group determines the length of each performance. In general, each school is initially limited to one 30-minute performance. This time includes stage set-up and strike time. Additional or lengthier performances may be scheduled if time permits; please make requests for such as early as possible so that the cruise line will have ample time to try to accommodate you. Please check with your Festival at Sea representative to determine availability of additional performance opportunities.

Performance Location

In most cases, each group will perform in the main show room on each ship. However, this is done solely at the cruise lines' discretion and some groups may have their performances scheduled in a different lounge. Also, in some cases, the main show lounge will not be available to student groups due to the activities and rehearsals already booked in it by the onboard staff.

The main show lounge stage on the Carnival Fantasy, Ecstasy, Fascination, Inspiration, Sensation, Elation, and Imagination is 35' deep x 50' wide.

The main show lounge on the Royal Caribbean's Sovereign, Monarch and Majesty is 27.5' deep and 53' wide at the widest upstage point (it is a curved-front proscenium stage). Diagrams are available upon request. For the larger Royal Caribbean ships, please inquire as to stage shape and size.

All main theatres on board these ships have wood floors and a professional sound system. **NO CLOGGING, BAREFOOT DANCING OR TOSSING OF EQUIPMENT SUCH AS FLAGS OR RIFLES IS ALLOWED ON CARNIVAL OR ROYAL CARIBEBAN CRUISE LINES.**

Awards

All performance groups will receive a plaque for their participation, and will be presented with this plaque at the Debarkation Meeting / Awards Ceremony on the last day of the sailing.

Advertising Your Performance

In most cases, each group's performance time will be listed in the ship's daily newspaper. However, this is done solely at the discretion of the cruise line, and on some sailings it is not possible to print the group's name in this paper. Each performing group on Carnival Cruise Lines may make a flyer to advertise their performance, if they would like. The cruise line must approve the flyer prior to the sailing date, and flyers must state "Not A Carnival Cruise Lines Sponsored Event".

Please check with your Festival at Sea representative for further details. A flyer will NOT be permitted on any Royal Caribbean ship. Word-of-mouth advertising is a very effective means by which to get an audience at the group's performance!

Music

A sound technician will be provided for your half hour rehearsal and half hour performance to assist with your production (if needed). Only the technician is permitted to operate the sound equipment. All music must be recorded on a high quality compact disk (tapes are not permitted). Please use one CD (as opposed to one for each song) with accompaniment for the entire show on it, and bring this CD and a back-up copy to both your rehearsal and your performance. It may be necessary for a representative from your group to sit in the booth with the sound tech during your performance, with back-up CD in hand, if you have CD accompaniment. iPods may be used on some ships. The ship will have microphones available for your group's use during their performance; these are generally directional mics that are corded and on a stand. A *maximum* of three (3) microphones can be set up for use by your group.

Lighting and Backstage Assistance

A light technician will be provided for your half hour rehearsal and half hour performance to assist with your production, if you have specific lighting needs. If your group does not have any specific stage lighting needs, a plain wash will be set for the stage, and the house lights will be dimmed during your performance. Only the technician is permitted to operate the lighting equipment.

The backstage areas on board the ship are off-limits to guests and student performers, unless a Carnival or Royal Caribbean stage manager is present (there may be an additional cost for this service). There are no dressing room facilities available, so students should arrive to the performance venue in costume (and make-up, if applicable). If costume changes are needed during the performance, most venues have some side stage areas or areas between curtains that can be used for quick changes. If you will need to use any of the backstage area for costume changes or multiple exits/entrances, please note it on your performance request so that the services of the backstage manager are correctly requested.

Note: There will be additional fees for these sound/light technicians if more than one performance and/or rehearsal is approved

Musical Equipment

Four Timpani, a concert bass drum, 88-key Yamaha keyboard, choral risers, and 50 music stands are only available on Carnival Cruise Line's M/S Sensation. The use of an acoustic piano on any ship, or a keyboard on any ship other than the Sensation, is very rarely permitted. (We recommend you bring an electric piano with you if you will need piano accompaniment on any ship other than the Sensation.) On any ship other than the Sensation, you must provide your own music stands, and use of chairs for seating your group for the performance must be pre-arranged with the group's Travel Consultant.

Instrument Storage / Loading

It is necessary, as mandated by U.S. Customs, to provide an equipment list of all the instruments that are brought on the ship. This includes the amount, type, and serial numbers of large instruments the group will need to store on the ship. In addition, groups traveling with equipment will need to pre-register their equipment with their local customs office before their trip. Please contact your travel consultant for additional information on how to accomplish this instrument registration. This is the group's responsibility and should be completed prior to boarding. Boarding may be denied for the entire group if this is not completed.

The longshoremen provide assistance with instruments and luggage. They are employed by the port authority and will expect a gratuity that is not covered by the group's pre-paid gratuities. It is recommended that the performers' equipment be stored in their cabins; however, large instruments may be stored in a storage cabin that must be prepaid and prearranged. A general release form must be completed in order for equipment to be stored.

Storage Of Musical Equipment

If available, Carnival Cruise Lines will allocate a storage cabin for each sailing that requires storage of large instruments or equipment that cannot be accommodated in student/chaperone cabins. The following are the rules and rates for storage cabins:

- A maximum of one storage cabin per group of 100 will be allocated (at reduced charge if available). Groups less than 100 passengers should expect to purchase this cabin at the published rate at the time of booking.
- The moving/arranging of equipment will be the group's responsibility, with the assistance of your onboard representative. Housekeeping may be available to move the equipment, but at an additional expense to the group.
- The key for the storage cabin will be given to your Festivals At Sea onboard representative, who will be available to access the cabin for you at any time.
- Rates vary by length of sailing. Please contact your Travel Consultant for more information.
- Reduced rate is not guaranteed until time of booking and is based on availability.

Royal Caribbean Cruise Lines can also allocate a storage cabin or room for each sailing that requires storage of large instruments that cannot be accommodated in student/chaperone cabins. Costs for these storage locations will vary from ship to ship; it is possible on some sailings that a conference room or similar may be used at no additional cost to the group. Availability of these storage areas is subject to the ship's discretion. If a guest cabin must be used, you will be informed of the additional cost as soon as you have booked your sailing.

Festival Programs –(With Adjudication)

Your performing group has the exciting opportunity to enhance their experience with an adjudicated performance for an additional cost of \$35 per person (minimum of 50 paid persons)

Festival Adjudicators

Dr. Allen Beck, retired Commander of the U.S. Navy Band, heads our outstanding and nationally known Festival program. Dr. Beck will assign highly experienced judges on board each sailing. Each of these adjudicators will provide a master clinic/workshop for each participating school. The adjudicators will also provide written and taped evaluation, based on a national standard, for rating purposes. Due to the nature of these festivals, we will provide ratings only; no First, Second, or Third place trophies will be awarded. Although performing groups may have the opportunity to perform in various ports of call, the formal festival events will take place on board the ship. Please note that all marching units will not be adjudicated on board our ships, but can be adjudicated in our various ports of call if possible.

Trophy

All instrumental and choral groups will receive a trophy for each event entered and will be presented at the festival awards program. Trophy ratings are as follows:

Superior Rating: 90-100 points

Excellent Rating: 80-89 points

Good Rating: 70-79 points

Participation Rating: 69-0 points

Workshops

Your group may participate in an educational performance workshop on board ship for an additional cost of \$35 per person (minimum of 50 paid persons)! This one hour workshop will be hosted by a highly experienced professional in the genre of your group including onboard and off board musicians, dancers, and/or other professionals.

Deposit, Name Change and Cancellation Policies

Deposit Policy

Deposits are non-refundable, but can be credited to the group's invoice up to 120 days prior to sailing. Festivals at Sea and the cruise line reserve the right to make changes in the itinerary, accommodations, and services, providing the situation warrants such action. Tour rates are based on the number of persons stated in the contract. Please carefully review payment due dates, name change and cancellation policies. The following information is adhered to strictly, with no exceptions.

Important Due Dates

Initial Deposit	Due within 3 weeks of booking	\$100.00 per person
Second Deposit	120 days prior to sailing	\$200.00 per person
Cabin List and Group Arrival Form	120 days prior to sailing (Carnival); 150 days <u>after booking</u> , or 120 days prior to sailing, whichever comes first (Royal Caribbean)	Emailed cabin list with Legal first/last names & birthdates, and group arrival form.
Forms	90 days prior to sailing	Equipment List, Emergency Contact List, Plaque Request, T-shirt Order Form
Final Payment	90 days prior to sailing	Remainder of balance

***NOTE:** Performance Request Forms should be submitted with initial deposit or as soon as possible.

Name Change Policy

Any name change, for any reason, made after the submission of your cabin list to our office, will incur a name change fee of \$50.00 per change. Be certain that the cabin list you submit to us includes the **Legal** first and last names (as seen on Passport or Birth Certificate) and birth dates of each guest traveling. ***At least one original person must stay in the cabin or it will be considered a complete cabin cancellation.***

*Within 30 days of your sail date, we cannot guarantee that the Cruise Line will accept a name change.

*At least one person from the original rooming list must remain in the cabin or full cancellation penalties for the cabin will apply.

*At any time the cruise line has the option of placing a "no name change restriction"

Cancellation Policy

Days Prior to Sailing	Cost per Cancellation
Up to 120 Days	\$50 per person (if entire group cancels)
120 – 91 Days	\$75
90-61 Days	\$200
60-31	50% total fare per person
30-Day of Cruise	100% total fare per person

*******All name changes or cancellations MUST be made IN WRITING (via e-mail) to your Festivals at Sea representative. Written confirmation must be received by 3pm Eastern Standard Time Monday through Friday in order to take effect the same day)*******

Price Increases

If the U.S. Government, cruise line, or local port authority raises port charges/taxes and/or institutes a fuel surcharge, it will become necessary that the increase be passed on to the group.

Payments

All company/school checks, money orders, and cashier’s checks must be made payable to your travel provider.

Festivals At Sea does not accept individual personal checks or credit cards.

Festivals At Sea DOES accept: school, agency or cashier’s checks, money orders and wire transfers for payment.

All payments and prices listed are United States currency.

Late payments must be made in the format of a wire transfer.

*Any forms received later than 60 days prior to sail date shall be subject to a \$100 processing fee.

*******NO CREDIT CARDS ACCEPTED*******

Further Assistance

If assistance is needed, and the group’s travel consultant is either unavailable or out with a group, please contact your travel consultant.