

September 25, 2015

Dear Scotland 2016 Tour Families,

A lot has been accomplished since we collected tour deposits at the beginning of September and we have much to share with you. Let's jump right in!

### 1. Chaperone, Staff and Singer Rosters

We are pleased to introduce your chaperone dream team for the Scotland 2016 Tour—a fantastic combination of MYC parents, board members and staff:

Michelle Bayouth	Christine Harvancik	Elizabeth Odders-White*
Matthew Clayton	Cherie Hellenbrand	Christen Ring
Hali Doeppers	Margaret Jenks*	Gretchen Rodefeld
Anastasia Doherty	Elizabeth Larget	Randy Swiggum*

MYC Tour Staff: Lisa Kjentvet,\* Marcy Russell,\* Mike Ross,\* Lynn Hembel,\* and Jess Salek

Everyone listed above is looking forward to traveling with the 68 touring members of MYC representing Capriccio, Cantilena and Cantabile:

Melia Allan	Emily Eliasson	Lauren Hutter	Anya Reddy
Halle Andersen	Lilly Eliasson	Jenny Jiang	Natalie Ring
Emma Auby	Ellis Erb	Lauryn Kluetzman	Renaë Rodefeld
Catherine Bayouth	Taylor Eslick	Greta Larget	Madeline Ross
Sarah Bennett	Elizabeth Everitt	Grace Little	Stella Sanford
Genna Bertalot	Emma Everitt	Cassidy Long	Iza Schab
Jena Bliss	Caitlin Flannery	Megan Ludtke	Kaela Schudda
Sophie Blumenstein	Emily Friedlander	Claire Matsumura	Arianna Schutter
Kendra Borcharding	Morgan Gates	Clio Maya-Johnson	Lydia Shaw
Kristin Bryan	Kailey Gering	Palma Maya-Johnson	Ellie Taylor
Nora Cahill	Anjali Gomez-	Breanna McClarey	Maria Torti
Phoebe Cahill	Kalidindi	Eliza McPike	Rose Torti
Leah Coyne	Hannah Grindle	Sydney Michael	Susan Vanderbloemen
Natalie Denlinger	Molly Grindle	Sawyer Mirus	Grace Welton
Drumm	Vicky Harris	Chloe Orr	Julia White
Emma Dias	Elyse Harvancik	Raia Ottenheimer	Hannah Wollack
Annika Doeppers	Kayley Hellenbrand	Ellie Overkamp	
Lucy Doherty	Grace Hutter	Isabel Overman	

We anticipate being very proud of these young women as they represent MYC on the international stage!

\*Scotland 2014 Tour

## 1. Flight Information (KLM, yay!)

Everyone travels together (no exceptions) from Madison to Chicago via chartered coach on Thursday, July 28, 2016, departing in the morning. We are one group on our trans-Atlantic flight; we split into two groups for the flight between Amsterdam and Aberdeen. Delta Airlines Skymiles will accrue according to Delta's mileage policies, which are subject to change. Currently, seats on this contract will earn mileage at a 25% rate.

### OUTBOUND

Group One – 68 seats

Date	Day	From	To	Airline	Flight	Depart	Arrive
7/28/16	Thursday	Chicago	Amsterdam	KLM	612	4:20pm	7:05am (7/29)
7/29/16	Friday	Amsterdam	Aberdeen	KLM	1443	9:45am	10:15am

Group Two – 30 seats

Date	Day	From	To	Airline	Flight	Depart	Arrive
7/28/16	Thursday	Chicago	Amsterdam	KLM	612	4:20pm	7:05am (7/29)
7/29/16	Friday	Amsterdam	Aberdeen	KLM	1441	8:15am	8:45am

### RETURN

Group One and Group Two – 98 seats

Date	Day	From	To	Airline	Flight	Depart	Arrive
8/8/16	Monday	Aberdeen	Amsterdam	KLM	1440	6:00am	8:40am
8/8/16	Monday	Amsterdam	Chicago	KLM	611	12:45pm	2:15pm

A number of families have inquired about their singer traveling with them after the Festival has ended, thus not returning with the group on Monday, August 8. This is an option but requires requesting a deviation (see below) as well as coordination with MYC.

## 2. Deviations

A deviation is any change to your singer's return ticket and is allowed on the return flight only. There is a \$50 deviation request fee and fare increases may apply. **Requests must be submitted, completed, and paid in full by April 25, 2016.** (This date is dictated by the ticketing schedule in place with KLM.) Deviations are handled directly with our travel vendor, Gateway, and their air consolidator. The deviation request form is included in this mailing and may also be found on the My Gateway tour portal (more on this below) and on the tour webpage, [www.madisonyouthchoirs.org/aberdeen](http://www.madisonyouthchoirs.org/aberdeen).

We suggest families interested in traveling with their singer after the festival is complete begin the deviation request process as soon as possible with Gateway and also keep MYC informed of your intentions. Please note: singers will be occupied with group events through Sunday, August 7, until 4pm. You may plan to pick up your singer between 4 and 7pm on that day.

### 3. Action Items: Things We Need From You (Chaperones and Staff included!)

- **Gateway Registration/Passport Numbers due by February 1, 2016**

The purpose of this registration process is to collect, in one place, all the necessary information required for ticketing and to provide to the US State Department prior to our departure. The February 1 deadline provides us ample time to correct errors and double-check this information.

Go to [www.musicfestivals.com](http://www.musicfestivals.com)

Click on the "My Gateway" button

On the welcome page, scroll down and click the "Need to sign up for a tour?" link

Enter our unique passphrase: haggis

Singers under 18: A parent or guardian is required to complete the User Registration. DO NOT check the box "Also register me as a passenger on this tour." Once your User Profile is set up (after agreeing to Terms and Conditions) you will have the opportunity to "Add a Passenger" and complete the information required to register your singer.

Chaperones, Staff and Singers 18 or older: Set up a User Profile in your name and check the box indicating you are also a passenger. Agree to the Terms and Conditions and proceed to the Passenger Profile questionnaire.

Under "Tour Terms and Conditions" you must check all three boxes and agree to the terms and conditions to continue. (Some of these may not apply but checking the boxes is still required.)

Most of the Passenger Profile questions are straightforward. If you have questions, please ask.

Role: choose "Chaperone", "Student" or "Staff"

Ignore the "Land Only" language. This does not apply to us.

Enter Frequent Flyer Number, passport info, etc.

Year in School: please record the year in school for fall 2016.

Dietary Needs: This information will be communicated to KLM. Dietary needs will also be communicated to MYC at a later date for festival dining.

There may be information that you do not know at this time such as a passport number or frequent flyer number. That's OK! Once you have your passport, simply log back in and update your profile (before February 1, 2016, see below).

- **Passport information is needed by February 1.** This means if you have not yet begun the process of acquiring or renewing your passport, please do so now. Your passport must be valid through February 8, 2017, six months beyond our return date of August 8. Go to <http://travel.state.gov/passport/> to get started.
- **Additional Passport photo due to MYC by February 1, 2014.** The Festival will be issuing all participants (including adult chaperones and staff) a photo ID. For this they will need a passport photo from each tour participant (singers, chaperone and staff). Most passport photo services provide double the number of photos needed so we are hoping most of you will simply submit your extra photo to MYC. (You will get it back if desired.)
- **T-shirt size due by February 1, 2014.** Please email your t-shirt size to Alyssa at [Alyssa@madisonyouthchoirs.org](mailto:Alyssa@madisonyouthchoirs.org) by February 1, 2016. This is for your festival-provided T-shirt only (not for tour wardrobe). Adult sizes offered by the festival:

Small (34-36 inches)  
Medium (38-40 inches)

Large (42-44 inches)  
X-Large (46-48 inches)

#### 4. Travel Insurance

A basic travel protection plan is included in your tour cost:

Benefit	Maximum Benefit Amount
Medical Expenses/Emergency Assistance Accident & Illness Medical Expense Emergency Dental Emergency Evacuation & Repatriation One Call 24 hour Worldwide Assistance	\$10,000
Trip Cancelation Delayed arrival Occupancy Upgrade	\$500
Trip Interruption	\$500
Missed Connection	\$300
Travel Delay	\$100/day Maximum \$300
Baggage and Personal Effects	\$300

To view details of this plan please visit [tripmate.com](http://tripmate.com), click on "Plan Information" and enter Plan Number F433G. You may also call Trip Mate directly and inquire at 1-800-888-7292 and refer to Plan F433G.

Families may wish to purchase additional coverage either through Gateway or through their own private carrier. Gateway's upgraded plan option may be viewed on their website under "Tour Insurance Information."

## 5. Luggage Information

KLM limits checked baggage to 1 item, maximum of 62 inches (l + w + h) and maximum weight of 50 lbs.

Carry on baggage is limited to 1 bag measuring 21.5 x 10 x 13.5 inch (l x w x h) not exceeding 26 pounds. One accessory item is allowed: handbag, briefcase, camera, small laptop, or 1 other item of similar or smaller size.

Any fees incurred at check-in for overweight/over-sized luggage will be the responsibility of the passenger.

Visit [www.klm.com](http://www.klm.com) for details and for the most up-to-date airline regulations.

## 6. Helpful Items

Be on the look out for these items as they go on sale. Some will be necessary others are just nice to have.

### Necessary

- Inexpensive garment bag (check Target); we will use garment bags to transport and protect concert wardrobe on performance days
- Comfortable walking shoes that could also double for informal performance shoes, i.e., that look nice with a skirt or slacks, black flats with good support
- Luggage (see information above)

### Nice to Have

- Adaptor plug set for Scotland: look for "Type G British BS-1363 socket" or simply Google "adaptor plug for Scotland."
- You will also want to take a look at any small appliances and electronic devices you are planning to pack to make sure they can handle the increased voltage in Scotland (220-240 volts compared to 110-120 volts in the US.)
- Shower shoes
- Camera
- Passport holder/travel wallet with RFID blocking protection (optional, but nice)

### One Thing You Will Not Need To Bring: towels!

We will provide a comprehensive packing list at the beginning of the summer next year. If you're wondering about a particular item in the mean time, please feel free to ask.



AIR DEVIATION REQUEST AND TERMS

Group Name: \_\_\_\_\_ Group Destination: \_\_\_\_\_

Full Legal Name(s) as it appears on passport: \_\_\_\_\_

Date(s) of Birth (mm/dd/yyyy): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Important: Deviations may only be requested on the return leg of your group's air itinerary and must be able to be accommodated by the airline with which your group has contracted. You may only request a change to either the departure city or return city; both cannot be changed.

Itinerary Option 1

Requested Departure City: \_\_\_\_\_ Requested Return City: \_\_\_\_\_ Requested Return Date: \_\_\_\_\_

Itinerary Option 2

Requested Departure City: \_\_\_\_\_ Requested Return City: \_\_\_\_\_ Requested Return Date: \_\_\_\_\_

Instructions

- 1. Mail the completed request form to Gateway Music Festivals and Tours, Inc., Attn: Operations Department, P.O. Box 1165, Monticello, MN 55362; email it to gmf@musicfestivals.com; or fax it to 763.295.6029.
2. A representative from our air consolidator will contact you through email with availability and any airline fare supplement(s).
3. If the itinerary suggested to you is acceptable, confirm your acceptance through email with the words "I (WE) ACCEPT" in the body of the email, and send in any airline fare supplement(s) to the air consolidator representative.

Terms

- A deviation is any variation from a group's full itinerary. This would be a difference in the group's return date, return city, the group's itinerary routing or a change that makes your ticket an open jaw (itinerary ends in a different city than the group).
Passengers may deviate on their return flight only, if your group's air contract allows deviations.
Requests are handled on a first-come, first-served basis if space is limited.
Communication, billing and processing are handled on an individual basis between the passenger(s) and our air consolidator.
When you are quoted an itinerary and airfare supplement, it is based on seats and fares available on that day, at that time if it was to be booked. Until you accept the deviation, there is a chance that the seats will become unavailable or the fare will increase. Space and fares cannot be held or guaranteed until accepted.
Authorizations to book a deviation not received within two weeks of receipt of availability and fare supplements will forfeit the deviation. The sooner you authorize the deviation, the better chance you have of availability and lower supplemental fares.
After accepting a deviation, you must send air payment to our air consolidator immediately upon receipt of the available flights and fare supplements you have accepted.
With the confirmation of your deviation through email, your ticket becomes non-refundable and your seat with the group flight will be released. Should you find that you need to return with the group, the space and fare may no longer be available. Name changes are not allowed and any changes on your itinerary will incur a fee determined by the new flight schedule and availability at the time of change.
Taxes and fuel surcharges may still increase after you have accepted a deviation. You will be notified if the taxes or fuel surcharge have increased once the group tickets are printed (approximately 60 days prior to departure) and must pay the increase immediately. Failure to pay an increase will result in forfeiting the ticket.
Tickets will be sent out with the group tickets to your group contact a couple weeks prior to departure, and no sooner.
Requests must be submitted, completed and paid in full prior to group ticketing, approximately 90 days prior to departure. If a group leader decides to ticket before 90 days prior to departure, deviations must be submitted, completed and paid in full prior to ticketing.

I (we) have read and agree to the Air Deviations Terms.

Passenger Signature(s) (Authorized Parent or Guardian if student)

Date