

The purpose of the “PreDeparture Check-In Event” is to assist every tour group member/passenger to obtain clearance at all 5 “check-in” stations. We want to be absolutely certain that everyone is “Ready for Take Off” as they board the bus the following afternoon.

This process is necessary. Any potential problems need to be identified now, otherwise they could cause unnecessary delays for the entire group. As well, for the duration of the trip, we want to ensure required items are actually physically in hand or “packed” (e.g. concert clothes, music binder, medications, etc.)

Basic Overview of the Event:

Passenger begins with Station 1, signs in, has gear packed ready to be processed and collected. A Departure Card with their name is stamped and issue. Passenger continues with Stations 2 through 4, completing each with a stamp on their card.

Last Station 5, Emergency Contact is verified. Last stamp applied, and the completed departure card is collected.

INFORMATION: Sophomore and Junior Band students – ONLY –

You will be playing at the DHS Commencement Ceremony in the evening of July 8th; therefore you will have to “check-out” your instrument for the event:

1. Arrive to DHS PA-3 at
 2. Check-out your instrument
 3. Perform at the Commencement Ceremony
 4. Check in your instrument in DHS PA-3
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Pre Departure "Check-in" Event Guide

Location: DHS PA- 3

When: Friday June 8, 2018 10am-1pm

10:00 AM: Ahn to Cox

10:30 AM: Crenna to Huston Isais

11:00 AM: Jackson to Lim

11:30 AM: Lin to Moeller

12:00 PM: Montano to Seward

12:30 PM: Shim to Young

It is mandatory ALL Tour Group Members [Students, Chaperones, and Family] attend in person. If you planned well you should be ready to "Check-In" your gear!

Please use this guide, along with packing list, to help you be prepared!

➡ There are 136 members to Check-In. Everyone's cooperation is essential!

📌 Suitcase, carry-on bag, instrument, paperwork and medications will be collected at this event!

Please bring with you the following, to show, or hand in, or drop off items as instructed:

- 1) Show your I.D.
- 2) Personal tote or backpack
- 3) Completed: "SFO Airport Checklist"
DHS Students Only (signed by parent, turned in by student)
- 4) Suitcase
- 5) Instrument/case
- 6) Medical Forms and Medications
- 7) 'Emergency Contact' Information

☞ 3 Luggage tags will be provided for every Tour Member during check in.
One for Suitcase, One for Tote/Backpack, and One for Instrument (if you have one).

Allergy Alert! - - Please Do Not pack any items containing nuts - - **Allergy Alert!**

✓ "Check-In" = Packing is completed.

✓ "Check-in" = ALL of the following line items are *ready for travel*.

-
- **Show proof of I.D.** - Return to wallet, personal Tote/Backpack
 - **1 Personal Tote/purse or Backpack [only students bring]**
 - Size: Must be able to fit under seat
 - Packed - refer to packing list
 - This WILL NOT come home overnight (*exceptions: cell phone, ID, wallet, small item that fit in a pocket*)
 - **Completed Paperwork -**
 - "SFO Airport Checklist" - [Only students bring]

Check-in Event Guide cont'd

- Parents - Go through this with your child!
- Parents - Complete and sign!
- This document will be collected

- **1 Suitcase -**
 - Medium in size: less than 62 inches total dimension
 - Packed ready for flight - refer to packing list
 - Weighing less than 50 lb. (23 kg)
 - > Please check weight AT HOME, before coming to event.

On top and ready for visual inspection (opened by student)

♪ **Student Performers** - **pack these items last, on top**

 - 1. Black Concert Clothes - refer to packing list
 - 2. Music Binder

- **1 Instrument Case -**

♪ **Student Performers**

 - Instrument and Bow/Mouth Piece/Reeds
 - Basic essentials - Rosin, Valve oil, Clean Cloth, Clip Light, Clothes Pins, etc.

- **Medical Forms and Medications* -**
 - Completed forms with current information (matching the Rx printed on label) **if the forms are not returned to directors already**
 - Forms are Signed and Dated
 - Prescription/Over the counter [Rx/OTC] medications are in a zip-lock type bag
 - Supply sufficient for the entirety of trip
 - Name clearly printed, and visible on bag
 - All medications in original containers, and those meds with Rx label

***Note: Please take home required dosage(s) of medication(s) for tonight and for the morning of departure!**

- **Contact Information -**

Verify at station. Be prepared to provide on a sheet of paper the following:

 - **Each parent's:** Home ph, Cell ph, Email address
 - **Student (yours):** Home ph, Cell ph, Email address
 - **Emergency Contact:** Name(s), Home ph, Cell ph, Email address

① **Suitcase, carry-on bag, instrument, paperwork and medications will be collected at this event!**

Thank you! Bon Voyage!!

2018 DHS NYC/Carnegie Hall Trip Packing List

- 1. One Medium Suitcase** - Checked bag
- With contents: Weight < 50 lbs (23 kg)
- Dimensions: < 62 inches

- 2. Personal Tote/Purse, or Small Backpack** - Carry on
- Must be able to fit under seat
- Note: 3-1-1 Liquids Rule <https://www.tsa.gov/travel/security-screening/liquids-rule>

- 3. Instrument Case** - Carry on or Checked
- Carry-on small instruments like Violin, Viola, Piccolo, Flute, Trumpet (if case allows)
- All other instruments will be checked with carrier
- Rented instruments will be picked up at the hotel in NYC
- Include basic essentials: bow, reeds, rosin, cloth, clip light, clothes pins, etc.

1. Medium Suitcase

- Clothing must adhere to the Davis High dress code.
 - Refer to the Student Planner, pg 18 of DHS Dress Code Policy.

Required:

- DHS Band and Orchestra Tour shirt
- DHS Band blue polo shirt DHS blue Orchestra Program Shirt
- Comfortable walking shoes - good quality, broken in
- Music Folder/Binder** - labeled with name
- CONCERT BLACKS - PERFORMANCE CLOTHES:**
 - Black dress shoes
- Men:**
 - Black tuxedo with bow tie and black vest (for orchestra)
 - Black tuxedo/black suit jacket with bow tie (for band)
 - White dress shirt
 - Black dress pants
 - Black socks
- Women:**
 - Black dress OR
 - Black blouse and black skirt or pants

Recommended:

- A small daypack/tote bag/backpack/purse to carry personal items
- Pencils (for marking music)
- Comfortable clothing for warmer weather (55-85 F)
- Undergarments
- Light jacket or sweater
- Sleepwear
- Toiletries
- Outfit for Broadway show/Dinner Cruise
- Sunscreen
- Sunglasses, Hat
- First aid: basic essentials, band aids, antiseptic wipes, Neosporin, etc.
- Blister kit; moleskin
- Feminine hygiene products
- Nail clippers
- Toothbrush, toothpaste, floss, oral hygiene

Packing List Cont'd

Note: Liquids can be packed in suitcase in secure ziplock bag. (In checked suitcase, 3-1-1 liquids rule does NOT apply. Ziploc bag is a good precaution against leakage.)

OPTIONAL :

- Brush/comb
- Makeup [liquid '3-1-1 rule' applies in carry ons]
- Shaving cream/Razor [**not** in carry on]
- Electronic devices, Camera and chargers
- Deck of cards, Mad Libs, small games
- Reading, travel journal
- Bag for dirty laundry
- Spot remover/Tide pen
- Assorted sizes of Ziploc-type bags
- Plastic grocery bags (shoes, etc)

**** June 8 - Pre Departure "Check-In" Day:**

- **Music folder (labeled with name) and all Concert Blacks must be packed LAST and ON TOP of everything in suitcase.**
- **Suitcase will be opened for visual inspection for these items.**

2. Personal Carry On (backpack or totes bag):

Required:

- One ID with photo: up to date school ID or driver's license
(Could use greencard or passport if no other photo ID exists but since each student must take care of their own ID, easily replaceable ID like school ID is recommended)
- Wristwatch
- Empty water bottle; label clearly with name
- Students can carry the following meds on them:** epi-pen, insulin with syringe, inhalers and birth control pills.
- Jacket or sweatshirt/sweater (cabin can get cold)
- Wallet
 - While not required, students may want to bring some spending money for snacks/extra food or souvenirs

Recommended:

- Lip balm
- Mobile phone** and/or electronic device with charging accessories
- Hand wipes (or Hand sanitizer, (3-1-1 bag))
- Reading material
- Photocopy of ID
- Headphones/earbuds
- Tissues
- Snacks, must be wrapped - **no nuts**

Packing List Cont'd

OPTIONAL

- Hand cream and make up(3-1-1 bag)
- Toothpaste (3-1-1 bag), toothbrush, floss
- Extra set of clothes (underwear, t-shirt, shorts, socks)

NOTES

MEDICATION

General purpose medications like Tylenol, allergy pills will be provided by team doctors. If there is personal prescribed medications (other than the items listed in 2. Personal Carry On section above) you are bringing to the trip, they must be carried in its original container with the original labels. This rule applies to over the counter medications. These medications must be checked in during the pre-departure check-in at Station 4.

FOR THE FLIGHT

Wear orchestra/band School Tour Shirt and comfortable pants and shoes. Avoid wearing a belt; you will need to remove it while passing through security. Do not wear expensive or excessive jewelry.

Refer to <https://www.tsa.gov/> for additional specifics and updates.

DHS Band and Symphony NYC/Carnegie Tour 2018

SFO Airport Checklist

☞ **Parents: Go through this with your child, complete and sign!**

Student Name: _____

1. My student is traveling with the following pieces of luggage (initial):

- Carry-on or Checked instrument in case), labeled with name.
 - Carry-on personal item (Small backpack, tote/purse), labeled with name.
 - Checked suitcase (no larger than 62" volume, and < 50 lbs.), labeled with name.
- *All bags and instrument case will be tagged with name and contact info during the check in

Note: each traveler may have 2 carry-ons, of which one will be small instrument

2. My student has packed the following (initial all that apply):

- Photo ID (Required for flight. Student ID or Driver's license recommended. See Packing Guide)
- Cell phone and charger
- Instrument (Essential accessories mouth piece, pad, bow, rosin, valve oil, cloth, etc.)
- Music folder (labeled with name, and packed in suitcase)
- Concert clothes: shirt/blouse, skirt/pants, belt
- Concert shoes, socks/stockings

3. My student has *not* packed any of the following in his/her carry-on or checked baggage (initial all):

- Medications of any kind (other than those on the allowed list: ie epi-pen, asthma inhaler, etc. See Packing Guide).
- Toiletries not conforming to TSA carry-on requirements (i.e. no gels, lotions, toothpastes etc. sizes larger than 3.4 oz.).
- Knives, scissors, other sharp or dangerous items re TSA regulations.
- Illicit substances of any kind (alcohol, drugs, etc.) re TSA regulations.
- Liquids/drinks/liquid-food (it's fine to bring an empty bottle to fill with water after passing through security at the airport, however **no drinks** are allowed in carry-on or checked luggage).
- Exposed, opened food (acceptable if wrapped or in container; **and absolutely nut-free!**).

I have personally checked my student's luggage; the above statements, initialed by me, are true. If at airport check-in my student is missing items or in possession of prohibited items, I (or, if carpooling, a delegate) will come in to the airport in person to deal with the problem.

Parent name (please print)

Parent signature

Parent cell number

(Name & cell of delegate, if any: _____)