

# Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420

(270) 831-5000 Fax: (270) 831-5009

<http://www.hendersonschools.net>



## Overnight and Out of District Bus Trip Guidelines

During overnight bus trips and out of district bus trips all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios Secondary 15:1 Elementary 10:1
- Sponsors and coaches shall be trained annually to administer medication.

### Checklist:

- ☒ Sponsor/Coach Name Andrew Miller Cell number (859) 582-3674
- ☒ Date of trip 4/9-4/12 expected departure time 12:00 AM return time 11:00 PM
- ☒ Adequate Supervision (meets ratio criteria) All Labeled "NP" on Personnel/Rooming Sheet, Plus Adam Thomas, Band Director  
*\* Please List Names of Chaperones\**
- ☒ Obtain parent/guardian permission forms  
*\*Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient.\**
- ☒ Notify school cafeteria manager of any lunch needs
- ☒ Follow all Transportation Department guidelines for bus request.
- ☒ Understand any students' medication needs and/or medical conditions  
*\*Coaches must carry all players' physicals on any away and overnight trips.\**
- ☒ Attach a trip list of students to principal/designee
- ☒ Attach an itinerary

Other specific needs:

Am  
Signature of Person submitting form

[Signature]  
Signature of Principal/Designee

**This form must be submitted 3 days prior to the date of the trip to the principal or designee.**



manhattan  
concert  
productions

Henderson County Choir  
Andrew Miller, Director

National Festival Chorus  
Carnegie Hall, Stern Auditorium  
Jefferson Johnson, Guest Conductor

Pre-Residency Itinerary, April 9 – April 12, 2016  
Version: 3.2.16 - DP

Please note:

- This rehearsal itinerary is for your initial planning purposes, and is subject to change.  
Please do not make any non-refundable bookings for your trip without first contacting MCP.
- Final rehearsal and concert day details will be confirmed in your Welcome Packet.

DATE & TIME	EVENT	NOTES
<b>SATURDAY, Apr. 9</b>		
<b>Notes about this day:</b> Please arrive 15 minutes early to your first rehearsal to find assigned seats.		
4:30 PM	<b>Official Hotel Check-In</b> The Westin New York at Times Square 270 West 43 <sup>rd</sup> Street (8 <sup>th</sup> Ave. and 43 <sup>rd</sup> Street) New York, NY 10036	If you arrive before official check-in, an MCP representative will assist in checking your luggage so you may begin sightseeing activities.
6:00 – 9:00 PM	<b>National Festival Chorus Rehearsal</b> In Hotel	Jefferson Johnson, Guest Conductor
<b>SUNDAY, Apr. 10</b>		
<b>Notes about this day:</b> There will be a brief meeting with ensemble leaders and MCP staff at the beginning of this day's rehearsal. We will review concert day details and any questions you may have.		
9:00 AM – 1:00 PM	<b>National Festival Chorus Rehearsal</b> In Hotel	Jefferson Johnson, Guest Conductor <b>9:30 AM Directors Meeting</b>
Afternoon	<b>Free for Sightseeing</b>	
7:00 PM	<b>Broadway Show – 7:00 PM</b> <i>Finding Neverland</i> – Lunt-Fontanne Theatre	<u>Lunt-Fontanne Theatre</u> 205 West 46 <sup>th</sup> Street (Between Broadway & 8 <sup>th</sup> Avenue)

**MONDAY, Apr. 11****CONCERT DAY**

Notes about this day: Welcome to Concert Day!

Getting there: Instructions for getting to and from the hall and reception will be communicated in person by MCP.

Sound Check: Non-performers in your group are welcome to observe sound check. Upon arriving at the hall, performers will be escorted backstage, and non-performers will be escorted to the appropriate seating area. We strongly discourage bringing any valuables or items not needed for performance to the hall, as rooms backstage are neither large nor completely secure. Performers must bring their own music to the hall.

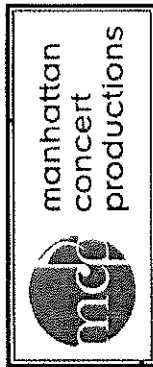
During the concert: Those performing during the 2<sup>nd</sup> half will be seated in the hall to enjoy the first half of the concert. During intermission, MCP staff will escort those seated in the hall backstage to prepare for their performance, while those who performed during the 1<sup>st</sup> half will be escorted to their assigned seating area in the hall to enjoy the rest of the concert.

Morning	<b>Free for Sightseeing</b>	
1:00 – 3:30 PM	<b>National Festival Chorus Rehearsal</b> In Hotel	Jefferson Johnson, Guest Conductor

4:15 PM	<b>National Festival Chorus</b> Arrives at Carnegie Hall Stage Door	<u>Carnegie Hall Stage Door</u> 161 West 56 <sup>th</sup> Street (between 6 <sup>th</sup> and 7 <sup>th</sup> Avenue)
4:45 – 5:15 PM	<b>National Festival Chorus Sound Check</b> Carnegie Hall, Stern Auditorium	Jefferson Johnson, Guest Conductor
7:30 PM	<b>Doors Open to Hall</b>	
8:00 PM	<b>CONCERT</b> Carnegie Hall, Stern Auditorium	Concert Order TBA.
After Concert	<b>Post-Concert Reception</b> Planet Hollywood Times Square	<u>Planet Hollywood</u> West 45 <sup>th</sup> Street & Broadway

**TUESDAY, Apr. 12**

By 12:00 PM	<b>Official Hotel Check-Out</b>	Luggage may be stored at the hotel should your departure time be after check-out.
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Please save this file, attach in an email, and send to your Ensemble Services Coordinator:  
[omansfield@mcp.us](mailto:omansfield@mcp.us)

# PERSONNEL and ROOMING LIST

ENSEMBLE NAME:  
DIRECTOR NAME(S):  
CITY AND STATE:

Henderson County Choir
Andrew Miller
Henderson, KY

This ensemble name, director name(s), and city, as written and spelled, were taken from the Ensemble Registration Form and are those that will appear in all publicity, media, residency materials, concert marquee, and Playbill. The misspelling of this name will result in misspelled residency materials.

Before you begin:

- ❖ Please provide the preference of one king bed or two double beds in the far left column.
- ❖ For those making flight arrangements with MCP, full legal names and birthdates must be provided exactly as they appear on individuals' legal IDs. No need to provide birthdates for personnel without MCP arranged airfare.
- ❖ Even if your festival chorus literature does not include significant divisi, our Concert Operations team prefers a division for singers like S2, T1, etc.
- ❖ In the far right column, please indicate any physical limitations that require special placement or seating onstage and any food allergies that could be prohibitive at the post-concert reception.
- ❖ Names as listed here will be used in the program, on certificates, and all other residency materials. Corrections will not be made after the residency if this list is inaccurate.
- ❖ MCP and hotel staff do not assume to put your rooms in a specific room placement at the hotel. Any requests cannot be guaranteed and may result in a delayed check-in time that is beyond the hotel's official time. Please note special requests below.

Special Requests:

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GROUP SUMMARY:

1	Number of Directors
0	Number of Director Family
33	Number of Performers
11	Number of Non-Performers
45	Total Number of Persons

9	Number of Quad-occupancy Rooms
2	Number of Triple-occupancy Rooms
1	Number of Double-occupancy Rooms
1	Number of Single-occupancy Rooms
13	Total Number of Rooms