



# South Livingston Elementary School Springfield & Chicago, IL

June 13 – 16, 2018



## CLIENT CONTACT INFO

**South Livingston Elementary School**  
850 Cutoff Road  
Smithland, KY 42081

**Joe Moneymaker**  
joe.moneymaker@livingston.kyschools.us  
(270) 928-3500



## SUGGESTED ITINERARY

### Day 1 – Wednesday, June 13, 2018

*Meals: Bottled water & snacks aboard motorcoach, \$10 Dinner Allotment*

- 5:30 am Coaches arrive for loading at **South Livingston Elementary**. Students should pack a sack lunch!
- 6:00 am **Meet and Greet by your Entourage Management Tour Director**. Depart for **Springfield, IL**.
- 10:30 am Arrive in **Springfield** and check in at the **Lincoln Home**.
- 10:45 am **Lincoln Home**, purchased by Abraham Lincoln and his wife, Mary Todd Lincoln in 1844, was the only home that Lincoln ever owned. The Lincoln home was built in 1839 as a one-and-a-half story cottage. The house was later expanded by the Lincoln family to a full two-stories. During the time he lived here, Lincoln was elected to the House of Representatives in 1846, and elected President in 1860.
- 11:45 am Walk to **Abraham Lincoln Presidential Museum**.
- 12:00 pm Enjoy your sack lunch on the lawn outside the **Lincoln Presidential Museum**
- 12:45 pm **Abraham Lincoln Presidential Museum**, a state-of-the-art facility carefully designed with exacting historical detail. Amazingly well-preserved artifacts tell the entire life story of our nation's 16th President. Dedicated to the life and legacy of Abraham Lincoln, the Presidential Museum, unlike any other in the U.S., features hi-tech exhibits, interactive displays, and multimedia programs, as well as a reproduction of the White House as it looked in 1861.
- 2:45 pm Walk to the **Illinois State Capitol**.
- 3:00 pm **Illinois State Capitol**, located in Springfield, Illinois, is the building that houses the executive and legislative branches of the government of the U.S. state of Illinois. The current structure, which is covered in zinc to provide a silvery façade which does not weather, is the sixth to serve as capitol since Illinois became a part of the United States in 1818. The capitol is in the architectural style of the French Renaissance and was designed by an architecture and design firm based in Chicago.
- 3:45 pm Transfer by motorcoach to **Lincoln Tomb**.
- 4:00 pm **Lincoln Tomb** is the final resting place of the 16th President of the United States, Abraham Lincoln, his wife, Mary Todd Lincoln, and three of their four sons. It is located in Oak Ridge Cemetery in Springfield, Illinois. At the close of the events marking Lincoln's death, his body was placed in a nearby receiving tomb and later in the state tomb. The mausoleum is owned and administered by the State of Illinois as Lincoln Tomb State Historic Site. It was designated one of the first National Historic Landmarks in 1960, and thus became one of the first sites listed on the National Register of Historic Places in 1966, when that designation was created.
- 4:45 pm Depart for **Oak Brook, IL**. There will be a dinner stop en route.
- 9:00 pm **Overnight Accommodations** at the **Springhill Suites Elmhurst/Oak Brook**  
**Private Group Security 10:00 pm – 6:00 am**

## Day 2 – Thursday, June 14, 2018

*Meals: Bottled water & snacks aboard motorcoach, Dinner*

|          |   |
|----------|---|
| 6:30 am  | Breakfast available at your hotel.  |
| 8:30 am  | Transfer to <b>Downtown Chicago</b> .   |
| 9:30 am  | <b>Chicago Loop Walking Tour.</b> This morning you'll step inside magnificent lobbies, corridors, and the underground Pedway system for an in-depth, personal approach to the Chicago Loop. Students will share iPads with archival images of maps, historic photos and documentary video clips while the tour guide shares stories of Chicago history.   |
| 11:30 am | <b>Millennium Park.</b> You'll make a stop to take pictures with the Chicago Bean and other Architectural wonders in the park. Enjoy lunch on your own as you make your way down the Magnificent Mile.  |
| 12:00 pm | <b>Magnificent Mile.</b> Chicago's Magnificent Mile is one of the great avenues of the world and is at the center of all that makes Chicago an international destination. It is a spectacular showcase of style, flavor, entertainment and fun. Make a stop at Dylan's Candy Bar, Ghirardelli, or Garrett's Popcorn for dessert and do some shopping at the Disney Store, American Girl Place, and much more as you make your way toward the John Hancock Building. |
| 3:30 pm  | <b>360 Chicago</b> soars 1,000 feet above Lake Michigan and the city's majestic skyline to offer visitors the most breathtaking views of downtown Chicago, the lakefront and four neighboring states. You'll experience TILT! and enjoy a breathtaking view of downtown!  |
| 5:30 pm  | Transfer to <b>Gino's East Pizza</b>  |
| 6:00 pm  | <b>Group Dinner at Gino's East Pizza.</b> Get ready for a fabulous dinner today featuring fresh salad and a variety of pizzas loaded with your favorite toppings. Loosen your belts!  |
| 7:30 pm  | Transfer to your hotel.   |
| 8:15 pm  | <b>Overnight Accommodations.</b> Enjoy an hour of pool time before you go to sleep.<br><b>Private Group Security 10:00 pm – 6:00 am</b>   |

## Day 3 – Friday, June 15, 2018

*Meals: Bottled water & snacks aboard motorcoach, Dinner*

|          |  |
|----------|--|
| 6:30 am  | Breakfast available at your hotel.   |
| 8:15 am  | Transfer to <b>Chicago's Museum Campus</b> .   |
| 9:00 am  | <b>Shedd Aquarium.</b> Dive into the world of whales, sharks, otters and other marine species at this immersive aquarium that 32,000 animals call home.  |
| 11:00 am | Walk to the <b>Field Museum</b> .  |
| 11:15 am | <b>Field Museum.</b> Science, history, nature and culture seamlessly blend together at this exciting museum, where kids can discover everything from dinosaurs to mummies to Chinese artifacts. You'll have time to eat lunch in the Explorer Café.  |
| 2:00 pm  | Transfer to <b>Navy Pier</b> .   |
| 2:30 pm  | <b>Navy Pier.</b> There is always something happening at Navy Pier, Chicago's lakefront playground. Offering visitors more than 50 acres of parks, promenades, gardens, shops, restaurants, and attractions Navy Pier is host to an unparalleled array of family-oriented events and entertainment.  |
| 4:30 pm  | <b>Shoreline Sightseeing Cruise.</b> Enjoy an exciting ride along the lakefront featuring views of Chicago including Buckingham Fountain, Grant Park, Chicago Harbor, Chicago's Museum Campus and more! You'll learn fascinating stories about some of Chicago's most famous buildings including the Tribune Building, Willis Tower, Lyric Opera and the Merchandise Mart. |
| 6:00 pm  | <b>Group Dinner at Bubba Gump's Shrimp Co.</b>   |
| 7:15 pm  | Transfer to your hotel.  |
| 8:00 pm  | <b>Overnight Accommodations.</b> Enjoy an hour of pool time before you go to sleep.<br><b>Private Group Security 10:00 pm – 6:00 am</b>  |

## Day 4 – Saturday, June 16, 2018

*Meals: Bottled water & snacks aboard motorcoach, \$10 Lunch Allotment*

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|----------|---|
| 6:30 am  | Breakfast available at your hotel.  |
| 8:30 am  | Check out of your hotel.  |
| 9:00 am  | Transfer to the <b>Lincoln Park Zoo</b> .   |
| 10:00 am | <b>Lincoln Park Zoo.</b> The many animals you'll see at Lincoln Park Zoo connect visitors with amazing species and wild places around the globe. Every animal at the zoo receives world-class care and regular enrichment to encourage natural behaviors. After you explore this expansive zoo, you can eat lunch at one of the many cafes. |
| 1:30 pm  | Depart for home. There will be a rest stop and dinner stop en route.  |
| 9:00 pm  | Approximate arrival at <b>South Livingston Elementary School</b> .  |



## PACKAGE BENEFITS

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- ✿ Deluxe motorcoach transportation as required by your itinerary
- ✿ Three (3) nights of lodging in the Chicago area
- ✿ Private Group Security
- ✿ Visit to the Lincoln Home Historic Site
- ✿ Visit to the Abraham Lincoln Presidential Museum
- ✿ Visit to the Illinois State Capitol
- ✿ Visit to the Lincoln Tomb
- ✿ Chicago Loop Walking Tour
- ✿ Visit to Millennium Park
- ✿ Shopping on Magnificent Mile
- ✿ Admission to 360 Chicago with Tilt Experience
- ✿ Admission to the Shedd Aquarium
- ✿ Admission to the Field Museum of Natural History
- ✿ Visit to Navy Pier
- ✿ 75-minute Shoreline Sightseeing Cruise
- ✿ Visit to Lincoln Park Zoo
- ✿ Included Meals: 3 breakfasts, 1 lunch allotment, 2 dinners, 1 dinner allotment
- ✿ Snacks and Bottled Water on board the coach throughout the trip
- ✿ Taxes and Gratuities on all included features
- ✿ Parking Fees and Tolls as required
- ✿ Entourage Management Itinerary Planning
- ✿ Professional Tour Director that will manage your tour from door-to-door
- ✿ Online Registration and Payment Processing

## TOUR COST

Tour cost is subject to a minimum number of paying participants per coach. Tour cost is subject to revision if you do not meet the minimum paying passenger requirements.

**Based on a minimum of 40 paying participants per coach**

**\$ 599.00** per person, based on **quin** occupancy

**\$ 649.00** per person, based on **quad** occupancy

**\$ 679.00** per person, based on **triple** occupancy

**\$ 749.00** per person, based on **double** occupancy

**\$ 969.00** per person, based on **single** occupancy

**Based on a minimum of 30 paying participants per coach**

**\$ 675.00** per person, based on **quin** occupancy

**\$ 719.00** per person, based on **quad** occupancy

**\$ 749.00** per person, based on **triple** occupancy

**\$ 829.00** per person, based on **double** occupancy

**\$1,039.00** per person, based on **single** occupancy

## SPECIAL CONSIDERATIONS

**Director:** You will earn two (2) complimentary coordinator packages at single occupancy with a minimum of 30 paying participants.

## PAYMENT SCHEDULE

Registrations are only accepted with the payment of a booking deposit. No deposit = no registration. All accounts must be paid a minimum of 30 days prior to departure. Accounts that have a significant remaining balance that have not made special arrangements with our team at 30 days prior will be removed from the trip.

|             |                         |  |  |
|-------------|-------------------------|--|--|
| <b>Due:</b> | <b>October 13, 2017</b> | <b>\$175.00</b> per person booking deposit     |  |
| <b>Due:</b> | <b>January 5, 2018</b>  | <b>\$175.00</b> per person installment payment | Fundraising due by <b>Dec. 15, 2017</b>  |
| <b>Due:</b> | <b>March 9, 2018</b>    | <b>\$175.00</b> per person installment payment | Fundraising due by <b>Feb. 23, 2018</b>  |
|             |                         | <b>Rooming List / Bus Manifests</b>            |  |
| <b>Due:</b> | <b>May 4, 2018</b>      | <b>Final payment</b>                           | Fundraising due by <b>April 20, 2018</b> |

## FUNDRAISING PAYMENTS

Initial Here \_\_\_\_\_

Fundraising payments can be sent to Entourage Management in the form of 1 check with a list of how to break down the funds for each student account. **All fundraising payments must be received 2 weeks prior to a payment due date.** In order to apply funds to the trip, final fundraising payments must be received 60 day prior to departure. Please plan your fundraising efforts so that they coincide appropriately with the payment dates on this trip.



## CANCELLATION POLICY

Initial Here \_\_\_\_\_

**Group Cancellation.** If the entire group cancels after **October 20, 2017**, there will be a **\$1,000.00 cancellation penalty plus any non-recoverable expenses**. If the group has elected to process online registration payments through Entourage Management, any credit card or e-check processing fees incurred for deposit payments processed prior to the cancellation of the group will be billed back to the school. These costs will be passed back to the school for cancellations received at any time.

**Individual cancellations** are subject to the following cancellation penalties:

|                     |   |
|---------------------|---|
| Up to 90 days prior | Refund less \$25.00 administrative fee and any non-coverable expenses |
| 89 - 60 days prior  | 25% cancellation penalty  |
| 59 - 45 days prior  | 50% cancellation penalty  |
| 44 - 00 days prior  | No refund   |

**Tour Cancellation Fee Waiver Protection** will be offered to individual participants at an additional cost of **\$39.00** per person. This protection will waive the cancellation penalties and non-refundable fees involved in the trip in the event that a person needs to cancel due to documented illness, injury, or death in the immediate family. This trip protection is a non-refundable fee, payable with the initial booking deposit.



## ONLINE GROUP REGISTRATION

Entourage Management will collect your trip registrations and payments through our website at **www.entourage-management.com/sles**. This site will be opened after we receive a signed contract back from you. Registrations are only accepted with the payment of a **\$175.00** booking deposit. No deposit = no registration. All accounts must be paid a minimum of 30 days prior to departure. Accounts that have a significant remaining balance that have not made special arrangements with our team at 30 days prior will be removed from the trip.

Online registration for your group will be open until **October 20, 2017**.



## PERMISSION/MEDICAL FORMS

Initial Here \_\_\_\_\_

Entourage Management will collect participant details required for the trip – addresses, phone numbers, meal requests, etc. It is the responsibility of the school to arrange for School Board Approval, to collect any required parental permission slips for the trip and to gather any necessary Medical Information.

You should compile medical information for the participants and have several copies of the forms available for directors and chaperones during the tour. We will advise you if additional copies of the forms would be needed for your specific travels.



## TOUR DIRECTOR

Your travel experience is made ever so much richer and more relaxing by your **Entourage Management Tour Director**. Our enthusiastic Tour Director will look after the details, so you don't have to. Check-ins, payment of admissions and keeping you informed on what's coming up with the goal of enhancing your comfort and enjoyment. And you might just have a little extra fun with your group along the way.

**Tour Director Gratuities.** Gratuities or thank you gifts are at your own discretion at the end of the tour.



## SUPER DUPER CHAPERONE GUIDELINES

The assistance of fabulous chaperones is crucial for your group! All chaperones that register will be given **Chaperone Tips** and details of their **expected responsibility** on the tour.

### HELPFUL CHAPERONE TIPS

- ✱ Give POSITIVE support to the group especially after a performance.
- ✱ Acknowledge positive behavior and be FAIR with the students you supervise.
- ✱ Although the primary concern is helping all students, a chaperone's primary concern is to those directly under their supervision.
- ✱ Show your students TRUST by giving them some freedom when possible.
- ✱ Become GENUINELY interested in your students as you get to know them on a personal level.
- ✱ PROVIDE an outlet for individual students to talk over problems with you.
- ✱ Provide a good EXAMPLE at all times. Remember that students will mirror what they see from adults.
- ✱ Help dispel RUMORS through investigation. Do not repeat rumors that seem to be common on trips.
- ✱ Be CONSISTENT with the rules and regulations of the group.
- ✱ SUPPORT and ENCOURAGE the music faculty. They are dedicated individuals who have worked hard to make the trip possible for the students.
- ✱ Do things in pairs and be visible.
- ✱ Do not complain in front of the students or change established policies for the trip.
- ✱ Do not hesitate to volunteer your services when needed.
- ✱ Do not grant "special" favors to the students who are under your direct supervision.
- ✱ Students wish to be treated like adults. You don't need to hand hold.
- ✱ Separate yourself from your own son or daughter unless he or she asks for your assistance.
- ✱ Do not use improper language or engage in any other negative behavior when students are present.
- ✱ Do not engage in ALCOHOL or DRUG RELATED activity while chaperoning our students.
- ✱ Have a good time and ENJOY yourself, but remember that your first responsibility is always to the group.



## MOTORCOACH TRANSPORTATION

**Motorcoach Company: Gray Line of Tennessee**

**Confirmed for: 1 – 56 passenger motorcoach**

**Coach Features.** Each coach features Wifi (limited service), DVD player, PA System, 110V Plug Ins, on board restroom, comfortable seating, and the services of a professional driver. Each motorcoach will be inspected upon departure and return of the trip. Any damage is the responsibility of the school / organization. Damages will be assessed and charged accordingly. Motorcoaches that require unusual cleaning will be the cause for an additional \$100.00 charge.

**Wi-Fi.** Although Wi-fi service is offered on board the motorcoach you can expect it NOT to work consistently or occasionally, at all, during the trip. We will advise participants on the trip to bring their own Hot Spot if they require regular access to Wi-Fi on the trip. We cannot guarantee this service for you.

**Driver Hours Limitations.** The Department of Transportation provides specific guidelines for your driver's on duty and off duty time. Drivers can be on duty a total of 15 hours; 10 of which are allowed for driving. A full 9 hour break is required between shifts. We have planned your itinerary to stay within these guidelines. If there are traffic issues or delays, we may have to adjust your schedule to accommodate the drivers legal driving time limits. Passenger safety is our number one concern. <http://www.fmcsa.dot.gov/regulations/hours-service/summary-hours-service-regulations>

**Certificate of Insurance.** Prior to your trip departure we will have the motorcoach company issue a Certificate of Insurance listing the School as additional insured on the policy. Typically, we will have these certificates issued at the beginning of the new year so that the policy dates are current for your date of travel.

**Motorcoach Loading Crews.** It is the responsibility of each group to load/unload their baggage on the motorcoach. We request that you arrange for loading crews in advance of your departure date. Loading crews will ensure that the coach is packed tightly and smartly so that you can utilize the space in the best possible manner.

**Driver Gratuities.** For your convenience, driver gratuities are included in your tour package. Additional gratuities or driver thank you gifts are at your own discretion.



## ITINERARY CHANGES

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Entourage Management reserves the right to make any necessary adjustments to your itinerary should we encounter inclement weather or traffic conditions during your tour. Our tour director will work closely with you to approve any adjustments if necessary.



## RESPONSIBILITY

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Entourage Management, LLC and its agents act only in the capacity of agents for the passengers in all matters pertaining to hotel accommodations, sightseeing tour & transportation, whether by motorcoach, air craft, railroad, automobile or cruise ship, and as such will not be liable for any injury, personal injury, damage, loss, accident, delay or irregularity which may be occasioned whether by default of any hotel, carrier, common carrier, restaurant, company, or person rendering any of the services included in the tour of by act of God. Further, Entourage Management, LLC will not be responsible to the group and/or any of the group members for any damage or delay due to sickness, pilferage, labor dispute, machinery breakdown, quarantine, government restraints, weather or causes beyond our control, and we will also not be responsible for any additional expense, omission, delay, re-routing or act of government authority.



## CONTACT US

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**Lena Mulcahy**, Founder & Team Leader

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**Natalie Gilliam**, Client Services Account Manager

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**Kim Goldstein**, Accounting

[kim@entourage-management.com](mailto:kim@entourage-management.com)

This agreement is between **Entourage Management, LLC** and **South Livingston Elementary School** in Smithland, KY. **Entourage Management, LLC** hereby agrees to provide the goods and services listed in this agreement and **South Livingston Elementary School** agrees to pay **Entourage Management, LLC** the total amounts due, according to the payment schedule listed in this agreement. Each of the undersigned represents that he or she is authorized by the Travel Company / School to enter into this agreement.

**Please complete the following:**

☐ **YES!** This trip has been approved by our school board on \_\_\_\_\_ (Date).

**Do you want to include a Souvenir Trip T-shirt for your group?**

☐ Yes ☐ No      \$15.00 Souvenir Trip T-shirt

**Do you want to schedule Parent Presentation for the trip?** (We suggest doing this 3-4 weeks prior to the registration date.)

☐ Yes ☐ No      If yes, list 3 possible dates & times

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_

**Do you want to schedule Pre-Trip Presentation for the trip?** (We suggest doing this 3-4 weeks prior to departure.)

☐ Yes ☐ No      If yes, list 3 possible dates & times

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_

**GROUP FUNDRAISING PAYMENTS**

Fundraising money will be applied to individual account when the funds are received in our office. Fundraising payments must be submitted 2 weeks prior to each due date in order to applied toward the installment payment. Please provide us with the contact information of the person that will be in charge of organizing and processing your fundraising payments.

**Fundraising Coordinator** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

I have read and fully understand all details of this agreement including all package inclusions, costs for goods and services, payment schedules and cancellation policies. The undersigned hereby agree(s) to all of the terms and conditions set forth in this agreement.

\_\_\_\_\_  
**Lena Mulcahy, Founder & Team Leader**  
For Entourage Management, LLC.

Thursday, August 03, 2017

\_\_\_\_\_  
**Joe Moneymaker**  
For South Livingston Elementary

\_\_\_\_\_  
**Date**