



HOSPITALITY GUIDELINES

Group Meal

Presenters are generally asked to provide an evening meal for the performers prior to the show. Please consider of the following:

1. This should be a group meal given in the performance facility or nearby
2. As soon as possible, determine where the group meal will be held and what will be served
3. If needed, reserve appropriate facilities and take the necessary steps to provide the meal

A possible way to provide a group meal and good publicity at the same time is to arrange for a local restaurant to feed the group in exchange for a free advertisement in the concert program or a special thanks at the performance.

To provide the best type of meal, please consider the following:

- A meal served buffet style allows the performers to select their own portions
- Warm entrees, fruits, salads, and plenty of juices to drink are best.
- Please do not serve carbonated drinks.
- BYU groups do not drink alcohol, coffee, or tea
- Special dietary requirements are rare. Should there be any, BYU Performing Arts Management will notify you as soon as possible.

Water

Because setup and performance are so rigorous, it is important that the crew have adequate access to water backstage. Usually presenters provide bottled water for each performer or large coolers and cups in the various backstage dressing rooms.

Lodging

Presenters either provide BYU groups with local hotel accommodations, or arrange for performers to be hosted in the homes of community members. A break down of the group (single men, women, and married couples) will be provided to you in advance of the group's arrival.

Hotel Accommodations

If performers are to stay in a hotel, or similar public accommodations, reserve the rooms as soon as possible and please take note of the following:

Double occupancy arrangements are preferred.

BYU will make room assignments in advance, once the number of beds and bedrooms are known

Host Families

If host homes are provided, please fill out a housing worksheet giving names, phone numbers, and information regarding the number of beds and bedrooms. You can obtain the worksheet from Performing Arts Management or via the web at <http://pam.byu.edu/pdfs/housingworksheet.pdf>. BYU will make room assignments in advance.

If the performers are to stay with host families, please consider the following:

1. Determine how to identify and obtain them
2. Please keep in mind the following guidelines:
 - BYU requests *at least two* ensemble members of the same sex should be assigned to each host home.
 - *Separate beds* must be provided for single group members.
 - Host families should be informed in advance that following the performance, ensemble members will be striking the set and packing the equipment truck for at least an hour before they can leave for the night.
 - Host families and ensemble members are normally paired up once strike is complete.
3. Host homes should be located near the performance site to help avoid excessive travel.
4. A completed Housing Worksheet should be emailed, faxed (801-422-0546), or mailed to BYU, two or three weeks before your event.

BYU will then match names of performers with your host families and provide the list for you.

Host Families and Performance Attendance

Every host family should be strongly encouraged to attend the performance and should receive at least two complimentary tickets. This way, hosts can then become acquainted with the students through the performance and appreciate the reason the group is in their area and home.

Private Accommodations

If performers are to stay in a hotel or motel, schedule these accommodations as soon as possible and please take note of the following:

1. Double occupancy arrangements are preferred
2. Be sure to inform BYU of the number of beds and bedrooms provided for the group, so that room assignments can be made in advance.

Breakfast

Generally, presenters who provide overnight accommodations for a group are asked to provide breakfast the following morning.

If families host the students, breakfast can most easily be served in the individual homes.

If a hotel is provided, determine where the group will have

breakfast, schedule the time, and plan the menu with the food provider.

Lunch

Often presenters are asked to provide lunches for the performers on the day of departure. Presenters may consider the following:

- Presenter could make their own arrangements to provide sack lunches.
- Presenters could ask the host families provide sack lunches for the performers staying with them.