



STUDENT TOUR --- HANDBOOK

BYU PERFORMING ARTS MANAGEMENT

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2019

INTRODUCTION

Performing Arts Management functions as BYU's agent for all university performing groups which perform off-campus. Its responsibilities relate to business management activities for each group, including proposing and developing tour itineraries, assuring financial stability, and assisting in student and tour preparations. Performing Arts Management also develops promotions and publicity items and works with presenters of the BYU groups for maximum exposure.

As a member of a Brigham Young University performing tour, you will be able to present your talents to audiences throughout the world. This opportunity is granted to only a handful of BYU students. To make your experience enjoyable and fulfilling, Performing Arts Management has prepared this Student Tour Handbook. We encourage you to read it carefully; it provides information on BYU touring policies, as well as practical information on travel in general, including how to stay healthy while touring.

CONTACTING PERFORMING ARTS MANAGEMENT

There are four full-time artist managers and one office manager at Performing Arts Management. Feel free to contact us if you have any questions about your off-campus performances this year.

Your artist manager is:

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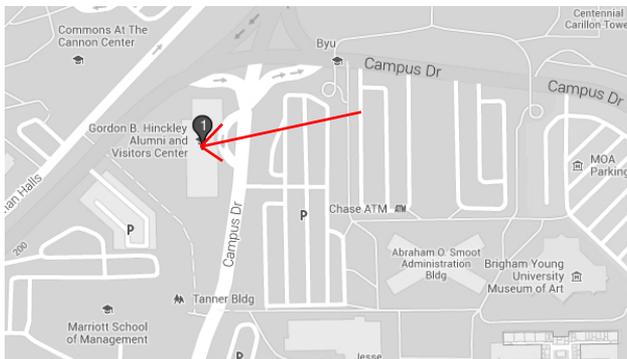


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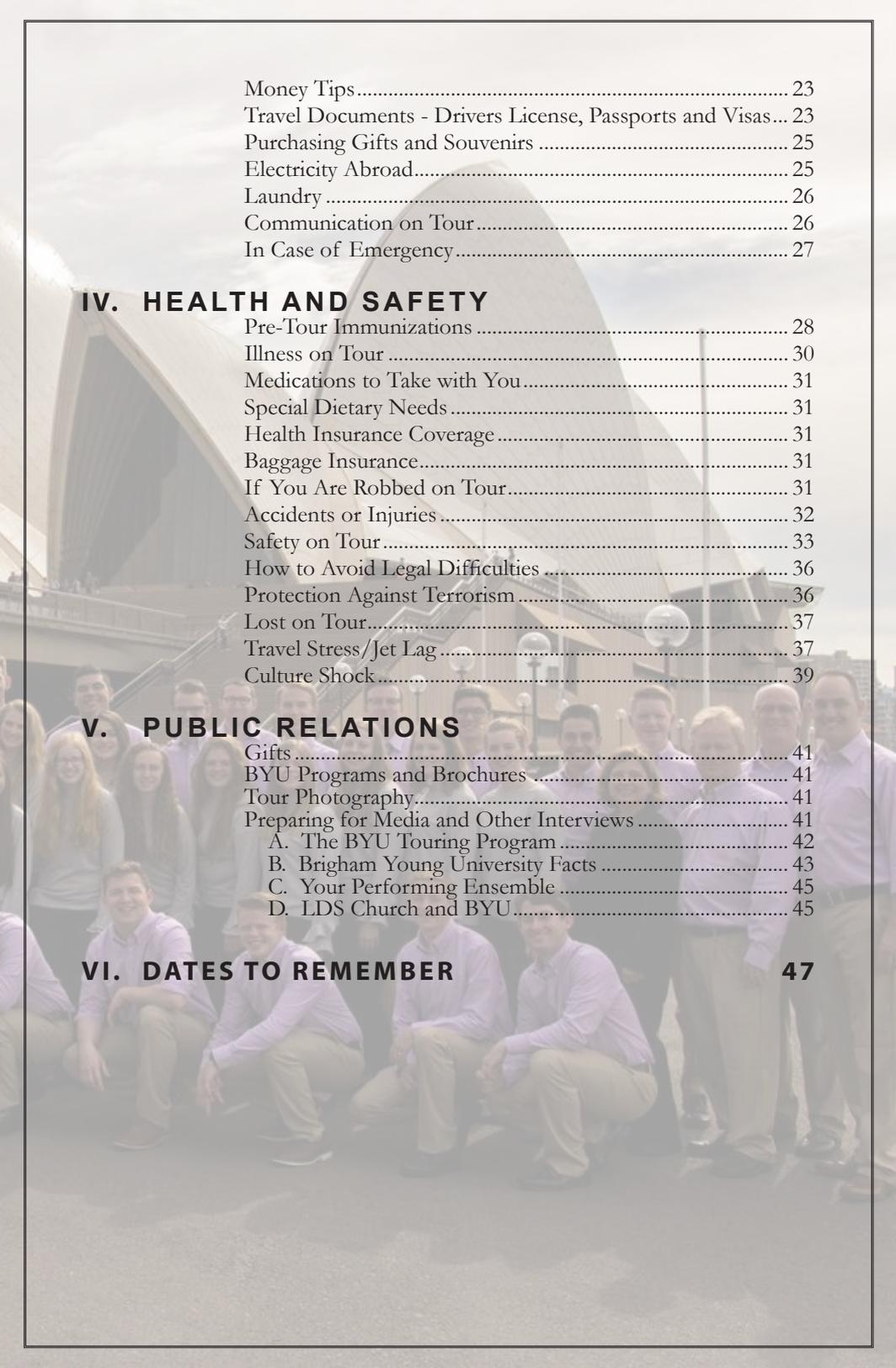
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I. TOUR POLICIES

A Statement of Purpose for the BYU Touring Program

Each year BYU schedules and promotes some of its finest student performing ensembles throughout the United States and various countries abroad. In supporting this endeavor, BYU hopes to achieve the following educational objectives:

1. Motivate students to develop artistic understanding and skill in preparation for a lifetime of service.
2. Entertain and edify audiences with excellent performances that will increase their sensitivity to the artistic experience and their understanding of our culture.
3. Broaden students' knowledge and understanding of other people, cultures, and languages, and to provide an opportunity for cultural exchange.
4. Advance understanding of and support for the values, goals, and objectives of BYU.
5. Increase the excellence and image of the program through which the performing ensemble is developed.

Because of the commitment of BYU to the development of the total person, which results largely from its sponsorship by The Church of Jesus Christ of Latter-day Saints, other purposes also emerge. Performers whose lives are enlightened by the Spirit of the Lord, and sustained by the moral virtues taught by living prophets, will have power to further the worldwide work of the Church. Student performers should:

1. Lift the hearts of their audiences and fellow performers through sincere concern and personal righteousness.
2. Increase the dignity and self-regard of local Church members through the quality of their character and performance.
3. Improve the general perception and understanding of the Church and its purposes by their example of Christian living.

Each performing ensemble and the individuals involved will realize their greatest potential as they successfully maintain a balance of these educational and spiritual goals.



Living Legends member poses with audience members after a performance in Germany.

Student Participant Agreement

When you complete your Student Tour form, you and each member of your group agree to the following conditions, outlined in the Participant Agreement, as a member of a BYU performing ensemble tour (See also <https://pam.byu.edu/participant-resources/>).

1. I will abide by the BYU Honor Code and the Dress and Grooming Standards (see pages 4-5) during the entire performance season.
2. I am a current full-time student at BYU and my grade point average is 2.0 or higher.
3. I will remain with the performance company for the duration of each tour. In the case of a personal emergency, I understand that I must obtain the written approval of the company director to leave the tour.
4. I understand that insurance provided by BYU is limited to the following:
 - a. Up to \$10,000 for accidental injury during activities coordinated by Performing Arts Management.
 - b. Up to \$250,000 for accidental death or dismemberment, while actually traveling, through the university master travel policy.
 - c. If air arrangements have been made through the BYU Travel Management office with the Chase Corporate Visa Card, a \$500,000 maximum for accidental death as a ticketed passenger in a common carrier or airport or while traveling to and from an airport by public conveyance. I understand that any additional accident, life or health insurance coverage is my sole responsibility.
5. In consideration for being permitted by BYU to participate in the performance tour, and recognizing the hazards I may encounter on the tour, I hereby agree not to make any claim against BYU or any of its officers or employees for injuries to me or to my property, unless the injury is the direct result of a negligent act or omission by BYU or any of its officers, employees, or agents.
6. I understand that BYU requires me to maintain adequate medical insurance while on tour, just as it does students on campus. If covered by private insurance, a student's health plan must be compliant with the Affordable Care Act. If a student's insurance meets that requirement, the BYU Health Services insurance office must receive verification of adequate coverage at the beginning of my first semester and annually at the beginning of fall semester. If it is not received, the student will be automatically enrolled for individual coverage and assessed the applicable premium for the BYU Student Health Plan.

7. I understand that BYU does not provide personal baggage/personal effects insurance.
8. I understand that musical instruments owned by a tour participant and used on the tour in performance, are covered by BYU's self-insurance policy.
9. I agree to participate in all publicity photo sessions before and during performance tours. I also give BYU the unqualified right to use, edit, adjust, and touch-up any photographs, either moving or still, audio and/or video recording(s) of me for any university purpose.
10. I acknowledge that I will read and understand all the materials given to me by BYU, including the U.S. Centers for Disease Control (CDC – for more information see www.cdc.gov/travel) guidelines, regarding immunization for foreign travel in the countries to be visited during tour. I certify that I will do one of the following:
 - a. I will secure all CDC-recommended and/or required immunizations for my itinerary.
 - b. I will not do so for personal reasons, for which I accept full responsibility. I do so voluntarily and at my own risk, with the clear understanding that my decision not to follow the CDC recommendations may have serious health consequences.
11. For international tours, I agree to be registered in the required cultural preparation class for that tour. This class is for one credit hour and is typically held the semester or block before the tour. If I have problems with taking this class (too many credit hours, time conflicts etc.) I understand that it is my responsibility to work these problems out with the registrar at the International Study Programs Office, 204 HRCB.
12. For international tours, I understand I will be enrolled in GeoBlue for comprehensive insurance coverage while out of the country, and that my student account will be charged for this coverage.
13. I agree to submit touring documents and forms to Performing Arts Management according to deadlines established and understand late fees will be charged.
14. **For International Students Only.** I agree to acquire the necessary documentation to reenter the USA at the tour's conclusion. I understand I should contact BYU International Services (1351 WSC) four months prior to tour departure to complete the necessary documents. I have a current student visa and it is valid 10 days beyond the end of my tour.

BYU Honor Code

Brigham Young University exists to provide education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission.

Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU are to maintain the highest standards of honor, integrity, morality and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees “at all times and . . . in all places” (Mosiah 18:9). (See also honorcode.byu.edu)

Honor Code Statement

As a matter of personal commitment, students, faculty, and staff of Brigham Young University are expected to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will ...

- * Be honest
- * Obey the law and all campus policies
- * Live a chaste and virtuous life
- * Use clean language
- * Respect others
- * Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- * Observe the Dress and Grooming Standards
- * Participate regularly in church services
- * Encourage others in their commitment to comply with the BYU Honor Code.

“We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men ... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things.”

13th Article of Faith



Dress and Grooming Standards

The dress and grooming of both men and women should always be modest, neat, and clean, consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher learning. Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff and faculty represent the principles and standards of the Church. Members of the BYU community commit themselves to observe the following standards, which reflect the direction of the BYU Board of Trustees and the Church publication *For the Strength of Youth* (<https://www.lds.org/youth/for-the-strength-of-youth?lang=eng>).

“The dress and grooming of both men and women should always be modest, neat, and clean, consistent with the dignity adherent to representing The Church...”

The BYU Dress and Grooming Standards are as follows:

Men—a clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, revealing, or form fitting. Shorts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar leaving the ear uncovered. Sideburns should not extend below the earlobe or onto the cheek. If worn, moustaches should be neatly trimmed and may not extend beyond or below the corners of the mouth. Men are expected to be clean-shaven; beards are not acceptable. Earrings and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

Women—a clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing; has slits above the knee; or is form fitting. Dresses, skirts, and shorts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extremes in styles and colors. Excessive ear piercing (more than one per ear) and all other body piercing is not acceptable. Shoes should be worn in all public campus areas. (See also honorcode.byu.edu)

Student Participant Agreement Form

The Student Participant Agreement Form is to be completed and returned to Performing Arts Management **by October 15th or your student account will be charged a late fee of \$15**. It includes the following sections: Student Information, Health Evaluation, Participant Agreement (see pages 2–3), and Emergency Contact Information (See also <https://pam.byu.edu/participant-resources/>).

Tour Participant Endorsement

University standards for ecclesiastical endorsements will be required for all students who participate in a BYU tour. Performing Arts Management will check with the Honor Code Office to verify that all tour participants have a current ecclesiastical endorsement.

Request for Excused Absence

This form is for you and your BYU class teachers. Complete a Request for Excused Absence form when a performance requires you to miss class. It helps you inform instructors that you will be missing class and why. The form must be received by your artistic director at least one day prior to departure. (To obtain a copy of the form, see <https://pam.byu.edu/participant-resources/>).

Tour Outfits, Blazers, and Travel Bags

BYU performing ensembles are asked to wear BYU blazers and coordinated clothing while on tour in order to present a favorable image of the university.

Coordinated clothing components should be representative of BYU's dress and grooming standards and appropriate for the climate and occasion. If approved by the artistic director and chair, components such as T-shirts with BYU related symbols or logos, and conservative, modest shorts, may be included. Swimsuits must be modest in fabric, fit, and style.



Members of the International Folk Dance Ensemble teach a dance at a festival in Schoten, Belgium.

Footwear on tour is also important and contributes to the health and well-being of group members. Since tour participants usually provide their own footwear, you are encouraged to have footwear with good support and in good condition.

BYU blazers, and in some cases travel bags, are available from Performing Arts Management. Check-out of these must be scheduled in advance and is usually done by the artistic director of your group. You must return the blazer and/or bag 10 days following the return of your tour, or a financial hold will be placed on your records and **your student account will be charged a \$95 blazer/\$130 travel bag replacement fee, plus a \$15 late fee for each item that is late.** When the blazer/travel bag is returned the replacement fee will be taken off your student account.

Traveling as a Group—Proper Appearance

Tour participants should always be with other tour members and are not to separate from the group. When sightseeing, students should be in groups and avoid situations involving couples alone. Members of the opposite sex should not be in each others' hotel room (unless they are a married couple). Dating while on the tour is not allowed and the public display of affection should be avoided. You must also avoid flirtations with those you meet on tour. These actions are often misunderstood and can lead to dangerous situations.

You must return BYU blazers within 10 days following your tour, or a financial hold will be placed on your record and your student account will be charged a \$95 blazer replacement fee, plus a \$15 late fee.

Proselyting on Tour

BYU performing tours are a significant public relations tool for the university and the Church. As such, your primary missionary role on tour will be to reflect through your performance the blessings of the gospel in your life.

Apart from this you will likely be asked questions about the Church by people of other faiths who are curious to know why a university would sponsor such performing ensembles. You should not pass out Church literature at performances unless the literature is requested by an audience member or the performance is clearly under Church sponsorship. There are two reasons for this caution on proselyting; they are as follows:

1. Presenters (those who arrange for the performances) not affiliated with the Church are assured in advance that BYU ensembles will not proselyte to audience members. To do so in the face of these assurances would damage the image of BYU and the Church and could force a cancellation of part or all of the tour.
2. In some nations proselyting is legally or culturally prohibited, and those who engage in it can face fines or imprisonment.

You should not hesitate to answer questions directed to you, but in general it is inappropriate to initiate gospel discussions with audience members.

In all cases where questions of proselyting arise, follow the guidance of your tour leaders. If you are unclear what the policy is for the particular performance site, ask your tour manager or artistic director.

Interaction with Missionaries & Americans

Whether the Church is directly involved in presenting a performing ensemble or not, there are often Americans or missionaries in the audience. It is easy for group members to gather around these people to discuss familiar things and unintentionally ignore other audience members. Performers should be aware of the following:

1. As you go into the audience, you should avoid grouping around specific audience members. Instead, scatter throughout the auditorium and speak to those not already talking to a performer.
2. Too much time spent with missionaries/Americans will inadvertently exclude other members of the audience waiting to meet performers, perhaps offending them and lessening the ensemble's impact. When missionaries are accompanied by investigators, the greatest impact can be



Members of the Young Ambassadors after a service project in Recife, Brazil.



The Ballroom Dance Company visits the Minute Man National Historic Site.



Members of Living Legends during a performance in Germany.

made by focusing on the investigator. Performers can use missionaries to assist in communicating with other audience members.

3. Missionaries should not be invited backstage before or after a performance.
4. Performers should end a conversation when it becomes too lengthy, especially if it is time to change out of costume and help load equipment.

Traveling in Hosts' Vehicles

Members of performing ensembles are not allowed to drive vehicles belonging to presenters or local Church members while on tour. Whenever riding in a host's car, always wear a seat belt. If the opportunity presents itself for you to travel separately from the ensemble (i.e., with family members), you must complete an Assumption of Risk and Release Agreement first to obtain permission. The form can be found at <https://pam.byu.edu/wp-content/uploads/2015/01/AssumptionofRisk.pdf>



Wind Symphony performs in Brisbane, Australia.

Post-Tour Travel or Return to Another City

Performing Arts Management makes all travel arrangements for your ensemble. Approval for post-tour travel is discouraged and will depend on several factors. If you wish to travel on your own after your tour ends, you must notify Performing Arts Management and complete a Request for Post-Tour Travel form no later than **January 15th**. The request will then be evaluated for approval. You are responsible for any additional costs incurred personally or to the group as a result of your travel away from the group.

Approval for post-tour travel is not automatic.

If you wish to fly to a city other than Salt Lake City at the end of the tour, you must notify Performing Arts Management at least four months prior to tour departure to have this arranged. (To obtain a copy of the form, see <https://pam.byu.edu/participant-resources/>).



BYU Singers in front of the Borobudur Temple in Yogyakarta, Indonesia.

II. GENERAL TOUR INFORMATION

Finances

Funding for BYU performing tours comes from three sources. The first is the money earned by your ensemble through regional and tour performances. The second is through a substantial grant from BYU. This source provides the largest percentage (from 40 to 60 percent) of the tour budget. The third source of funding is the money you and your fellow performers pay. For international tours this payment is \$1500 per person.

With this funding, BYU's performing tours provide all lodging, three meals per day, and necessary transportation. In addition to these basic needs, your tour leaders will do their best to provide you with a positive tour experience. But please remember that these tours have a limited budget for extra activities and sightseeing.

Even with these financial resources, BYU's performing tours rely heavily on local presenters. These presenters contribute substantial time, resources, and money—often at great sacrifice to themselves—to make possible your meals, lodging, and/or transportation. Because the BYU performing tour program is so dependent on the contributions from these presenters, your tour leaders cannot always guarantee the quality or timeliness of meals, accommodations, or transportation. Tour leaders often have to balance the demands of the ensemble for free time and sightseeing with the interests of the presenters.

Tour Payments

Tour fees will be posted on your student account winter semester, with payments due by **January 15th, February 15th, and March 15th**. You can pay off your student account at the Cashier's Office or online - just like you would pay your tuition. Payments may also be made ahead of the set deadlines once the charge is posted to your account. If payments are not made by the due date, you will have a financial hold placed on your account until the obligation to your student account is paid.

Lodging Arrangements

Tours may involve lodging in public facilities arranged by BYU or a presenter (hotels, youth hostels, or dormitories). Rooming assignments will be determined in advance.

Public Facilities

Separate beds for single group members will be provided. Be respectful of the room you stay in. Keep valuables out of sight when the room is left unattended. Costs incurred other than the room rate, such as mini-bar usage, room service, laundry/dry-cleaning, internet, lost room keys, etc. are the responsibility of the individual and must be paid for before check-out.

Host Families

Housing offered by host families helps make BYU tours possible. Please recognize the hospitality of your hosts, who have graciously taken you in, and do not make excessive demands of them. If, however, you and your roommate are only provided one bed, you should NOT sleep in the same bed. You should talk to your host and seek other sleeping arrangements (blow-up mattress, couch, etc). If you feel sleeping arrangements are inadequate, please contact your tour manager immediately. As a general rule you will make a bigger impact on your hosts than on anyone else you contact. We encourage you to leave thank-you notes with host families. Be sure to leave the room, bed, bathroom, etc., clean and tidy.

Daily Devotional on Tour

Where possible, your tour leaders, working with a devotional committee, will arrange for a spiritual thought and prayer each morning prior to departure for your day's activity. This will also be an important time for you to be reminded of the plans for the day.

Tour Leader Responsibilities

The duties of assigned leaders to your tour will include some or all of the following:

Tour Manager

Responsible for logistics, business management and accounting, general morale and group welfare, and group housing assignments.



Members of Theatre Ballet give a performance of Carnival of the Animals.

Artistic Director

Responsible for all creative aspects of the tour including the following: music, staging, costuming and performing. Also, helps other tour leaders become acquainted and accepted. Helps promote group unity and keeps group members informed.

Chaperone

Responsible for accompanying students, keeping records, bookkeeping, first aid, securing valuables, providing personal support and encouragement, supporting show preparation and presentation (such as sewing, ironing, and giving backstage help). Encourages group unity and provides other services as assigned by the tour manager or needed by the group.

Technical Director

Responsible for all technical aspects of the performances. Assists tour manager in making arrangements for transportation of equipment. Responsible for set-up, strike and equipment maintenance.



Vocal Point concert photo.



The International Folk Dance Ensemble pose with Ms. Mairead McGuinness, First Vice-President of the European Parliament, before a performance in Brussels, Belgium.



The Ballroom Dance Company at the Palmyra, New York Temple.

III. TRAVELING ON TOUR

Packing Tips

1. Always travel light. **If you don't need it, don't take it.** The smaller your suitcase and carry-on the better.
2. Pack bottled items that can spill (shampoo, perfume, lotion, etc.) in zip-lock bags. Also consider packing some of your clothing in zip-lock bags to protect them from possible spills.
3. Pack a change of underclothing and your toiletries in your carry-on bag in case your checked luggage gets lost.
4. Never pack valuables in baggage that will be checked. Instead, put valuables (including cameras and electronic equipment) in your carry-on baggage. Not only is there a chance that your checked luggage can get lost, it is also possible for checked luggage to be opened and inspected by baggage carriers.
5. Do not take valuable jewelry on tour. Consider leaving wedding rings at home (take a cheap substitute instead). Jewelry can make you an attractive target for crime.
6. If you wear glasses, consider packing an extra pair and/or the prescription.
7. To avoid problems when passing through customs, keep medicines in their original, labeled containers. Bring a copy of your prescriptions and the generic names for the drugs for replacement purposes. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, be sure to discuss this with your tour leaders prior to the tour.
8. Put your name, address, and telephone number inside and outside each piece of luggage. Consider using covered luggage tags to avoid casual observation of your identity or nationality and, if possible, lock your luggage. Also mark clothing items with your name (especially in the case of matching tour outfits).

Suitcase

Groups that travel with tech equipment are usually limited to using the bags provided by Performing Arts Management. These bags clip together and must weigh less than 22 pounds each. Other groups may use a personal bag, in which case, you are limited to 44 pounds (20 kilograms). Your tour leaders will tell you which type of suitcase should be used and its weight limits. You are allowed one carry-on bag with a size of 45 inches (length + width + height). This is in addition to a small bag or purse.

What to Pack

The following is a sample packing list for tour:

CLOTHING

<u>Women</u>		<u>Men</u>	
3	blouses	3	shirts
1	polo shirt	1	polo shirt
1	pair of pants	3	pair of pants
2	skirts	2	ties
1	light jacket	1	light jacket
2	pair of tour shoes	2	pair of tour shoes
4-5	socks/nylons	4-5	pair of socks
3-4	sets underclothes	3-4	sets underclothes
	pajamas/robe		pajamas/robe
	swimsuit		swimsuit

PERSONAL ITEMS

<u>Women</u>	<u>Men</u>
rollers/curling iron	razor
hair spray	foam/lotion
make up	after shave
perfume	cologne
sanitary supplies	

TOILETRIES

toothpaste/brush	shampoo/conditioner
hairbrush/comb	deodorant
aspirin/ibuprofen	nail clippers
soap	Band-Aids
tissues	vitamins
mosquito repellent	sunscreen
personal medication	

OTHER

spending money	Student Tour Handbook
scriptures	journal/paper/pen
camera and batteries	light raincoat
rubber sink stopper	towel
laundry soap	transformer/adapters/plug
name tag	hand-sanitizer
plastic bags (for dirty/wet clothing)	

****miscellaneous food (drink packets, granola bars, candy, gum, etc.)**

Air Travel

Any special requests you may make of the airlines that do not affect the entire tour ensemble (meals, frequent flyer registration, etc.) are your responsibility.

The following information comes from the U.S. Department of Transportation. These are their travelers tips from their pamphlet “Helpful Hints for Summer Travelers.” (See <https://www.tsa.gov/travel>).

Before packing remember that all liquids, gels and aerosols must be packed in 3 oz. or less sized containers and placed in a quart-sized zip top bag.

Before Packing

- * Quart sized zip-top bags work well for packing
- * 3 oz. or less sized containers of liquid, gels and aerosols.

When Packing

- * Pack large electronics on top layer of carry-on for easy accessibility

Before Arriving at the Airport

- * Give yourself enough time to arrive at the airport early
- * Make sure to have acceptable government issued identification and boarding pass

Before Entering Security Checkpoint

- * Be sure to place all items from pockets and any bulky metal jewelry in carry-on bag or purse
- * Have ID and boarding pass out for inspection

After Entering Security Checkpoint

- * Remove shoes and place directly on belt for quick screening
- * Remove liquids, coats, jackets, computers, large electronics and place in bins provided
- * Remember to check bins and collect all belongings following screening

Prohibited Items

- * Sharp objects, sporting goods, guns & firearms, tools, martial arts & self defense items, explosive & flammable materials, disabling chemicals & other dangerous items (a more complete list can be found at <https://www.tsa.gov/travel/security-screening/prohibited-items>).

Frequent Flyer Registrations

If you wish to have your flight credit your personal frequent flyer account, you should present your information to the agent at check-in, or contact BYU’s travel office prior to the tour to have this done. (The travel office’s phone number is **(801) 422-3872**).

In Your Carry On:

1. All liquids, gels and aerosols must be in three-ounce or smaller containers. Larger containers that are half-full or toothpaste tubes rolled up are not allowed.
2. All containers of liquids must be placed in a single, quart-size, zip-top, clear plastic bag. Each traveler can use only one, quart-size, zip-top, clear plastic bag.
3. Each traveler must remove their quart-sized plastic, zip-top bag from their carry-on and place it in a bin or on the conveyor belt for X-ray screening.

How to Carry Money

Meals, lodging, and transportation will be provided for you on tour. You will want to bring some money for souvenirs, postage, laundry, snacks, individual sightseeing, and phone calls. Spending money can be in the form of traveler's check, cash, and debit or credit card.

Credit and Debit Cards

Many merchants abroad will take American Express, Visa, or MasterCard credit cards and debit cards. The advantages and disadvantages of credit cards will be discussed below.

Carrying valuables inside pockets and in a sturdy shoulder bag with the strap worn across your chest is somewhat safer. The safest place to carry valuables is probably a pouch or money belt that you wear under your clothing.

If you plan on using any type of credit or debit card, please make sure you call and contact your bank to inform them that you will be traveling internationally. If you do not, your card may be shut down by your credit card's fraud department until they know it is you using the card.

Advantages of Credit and Debit Cards

In making large purchases, Visa, MasterCard, and American Express all have the significant advantage that they will charge you an exchange rate that is usually equal to or better than the rate you can get at a local bank or exchange office. Also, by using a credit card, you will not have to pay a commission on the exchange of dollars into the local currency.

Credit cards may also be used for cash advances, and quite often it is cheaper to use your debit card to get a cash advance in the local currency (which can be done at a bank or an ATM machine), than it is to exchange a traveler's check or cash. If you choose to make an ATM withdrawal with your debit card, make sure you know the pin number of your card.

Cautions on Credit and Debit Cards

Make sure that you do not charge your card above its limit and that your credit card does not expire on your trip. In some countries Americans have been arrested for innocently exceeding their credit limit. Credit cards can be lost or stolen. Be sure to ask your credit card company how to report the loss of your card from abroad, and keep very careful track of your card while on tour. You may be responsible for any charges made on your card if it is stolen. A disadvantage of American Express is that fewer businesses will accept this card than either Visa or MasterCard. Some card companies have changed their exchange rate fee policy; be sure to check with your card company ahead of time. When you make a purchase internationally, you should know if you will be charged an exchange rate fee (usually about 2-3% of the total purchase). Contact your bank and credit card companies for exact fee amounts.

When making purchases, Visa, MasterCard, and American Express all have the significant advantage—they will charge you an exchange rate that is usually equal to or better than the rate you can get at a local bank or exchange office.

ATM Withdrawal

If you choose to use your debit card, it can help you draw from an ATM in the local country's currency. Be aware you may be charged a fee by your bank, and also by the ATM bank. Always notify your bank before tour that you will be using your card this way.



Contemporary Dance Theatre performs in *Dance in Concert*.

Cash

The biggest advantage of taking cash is that it can be exchanged more quickly and easily than traveler's checks, and exchange offices will sometimes not charge a commission for exchanging cash. The biggest disadvantage to cash is that if it is lost or stolen, it is gone. Traveler's checks are often difficult to use in foreign countries, so it is a good idea to take several small-denomination, **new-looking, U.S. bills (\$1, \$5, \$10)**. Your tour manager will tell you the best ways to handle money in the places you will visit on tour.

The disadvantage of cash is if it's lost or stolen, it's gone.

BYU Per Diem Funds

It is possible you will be given a BYU per diem amount of money to purchase your meals as directed by your tour leaders, while on tour. Students are responsible for keeping track of their spending of this. These funds will be given in advance so you can deposit them into your account or carry them as cash on tour. You will be informed regarding which meals are covered by per diem funds and how much money is allocated for each meal.

Dealing with Exchange Rates

One of the challenges of traveling abroad is dealing with exchange rates. The most important thing to remember about exchange rates is that whenever you change money into another currency it will cost you. But how much it costs you will depend on how and where you make the exchange. It will be useful for you to know some basics about dealing with exchange rates. Making a money exchange, where to exchange and how to change money back to U.S. dollars is outlined below.

WHEN TRAVELING ABROAD REMEMBER!

1. Every exchange into a foreign currency will involve cost to you.
2. Try never to exchange more money than you will actually need.
3. Banks usually have more favorable exchange rates.
4. Traveler's checks are the safest, though not necessarily the most convenient or cheapest, way to take money abroad.
5. Cash is the cheapest, though the least safe, way to take money abroad.
6. Credit cards can usually save money on purchases made in foreign currencies. Cash advances may save money on exchanges.
7. How you carry your money is your responsibility. BYU does not have insurance to replace lost or stolen money.

Making a Money Exchange

When you go to the exchange counter at a bank, airport, or hotel, you will usually see a chart that is similar to the example below.

The buy column indicates how much of the local currency you can buy per dollar, pound, euro, etc., and the sell column indicates how much of the local currency it will cost to buy back (for the bank to sell) a dollar, pound, etc.

	<u>BUY</u>	<u>Sell To You</u>
<i>Euro</i>	.78	.83
<i>Pound</i>	.71	.79
<i>Yen</i>	6.02	6.91

For instance, assume the local currency is the Euro. According to the above chart you can buy .87 Euro for one U.S. dollar. Likewise, it will cost you .95 Euro to buy an American dollar. Since the bank, airport, hotel, etc., wants to make money on every exchange, the sell column will always be higher than the buy column.

Where to Exchange

The amount you lose on an exchange will depend greatly on where you have the exchange made. Hotels, airports, and merchants usually give a less favorable rate than banks or exchange offices. Any of these places, however, will usually charge a commission. This commission can either be a percentage of the amount exchanged (which can range from 5 to 20 percent) or, less commonly, a flat exchange fee. In the case of a flat rate, it is to your advantage to exchange as much money as you think you will need all at once, rather than exchanging a little bit at a time.

Do not exchange money at places other than legitimate businesses (hotels, exchange offices, merchants, banks). You may meet people on the street who will offer to exchange money at rates better than those offered by legitimate businesses. It can generally be assumed that these people are breaking the law, and you should never exchange with them.

How to Change Money Back to U.S. Dollars

Changing money back into dollars is usually as easy as changing money into a foreign currency. There was a time when some countries, mostly in Eastern Europe, would not change local currency back into dollars, but in most countries it is now possible to do so. Some still require your original exchange receipt.

Remember, though, every exchange will cost you, so it is always wise to change only as much money as you will need in the local currency. Remember also that some exchange offices will not take coins. Therefore, it is usually a good idea to exchange as many of your coins as possible for paper money before trying to buy back U.S. dollars.

Money Tips

1. Plan a secure place or places to conceal your valuables. Your passport, cash, and credit cards are safest when locked in a hotel safe. When you carry them on your person, you may wish to conceal them in several places rather than putting them in one wallet or pouch.
2. Avoid carrying money in handbags, fanny packs and outside pockets, which are easy targets for thieves. Inside pockets and a sturdy shoulder bag with the strap worn across your chest is somewhat safer. The safest place to carry valuables is probably a pouch or money belt that you wear under your clothing.
3. Avoid carrying large amounts of cash.
4. Do not reveal large amounts of money when paying a bill. Make sure your credit card is returned to you after each transaction.
5. Keep an eye on your credit/debit card, check your balances online, if possible, and be wary of additional charges or overcharges.

Travel Documents - Driver's License, Passports, and Visas

As part of the TSA program, Secure Flight, which began in 2009, when passengers purchase airline tickets they are required to provide their name as it appears on the government-issued ID they plan to use when traveling. Whether you plan to present a driver's license (for domestic tours only) or a passport (required for international travel), **the flight ticket must be purchased using your name exactly as it appears on the travel document you will be using.** Failure to give Performing Arts Management your name as it appears on your travel document and failure to have the correct travel document with you while traveling could result in complications that would cause the student to cover any extra fees to correct the situation.

Passports

You are required to have a passport that is valid at least six months beyond the end of your international tour. Applications for a new passport, or for renewing an existing passport, can be obtained at <https://travel.state.gov/content/passports/en/passports.html> or from the Utah County Clerk Office in room 3600 at the Utah County Building, 100 Center Street, Provo – weekdays from 8 am - 4:30 pm . If you do get your application online, do not sign the application until you are at the Utah County Clerks Office. **You should apply for your passport before September 15th so that it will be ready to be turned in to Performing Arts Management no later**

If your possessions are lost or stolen, report the loss immediately to your tour leaders, who should then contact the local police.

than November 1st. Passports can be turned in earlier.

Application for a new (U.S.) passport requires a certified birth certificate, total payment of \$135 (\$110 for the passport and \$25 execution fee), photo ID (see website), and two passport photos (available from photo studios; not from photo booths). **You are responsible for obtaining your passport.** Make sure you allow an appropriate amount of time to obtain your passport, because it may take as long as 6-8 weeks for processing. **Passports should be brought to Performing Arts Management no later than November 1st or your student account will be charged a \$50 late fee.**

Maiden name: For recently married women, your passport can remain in your maiden name if you do not wish to have it amended. If you choose this option you must notify Performing Arts Management **before March 15**, so that the ticket shows the same name as that on the passport. If you wish to have your married name changed on your passport, you must go to the following website (<https://travel.state.gov/content/passports/en/passports/services/correction.html>) and follow the steps under the heading “Change or Correct a Passport: Name Changes”. Because it can take as long as two months to process, you should take care of your renewal as soon as possible.

All of this information on passports deals only with United States citizens. Foreign passports must be renewed through that country’s embassy. Other visa and passport requirements for foreign students vary greatly depending on the nation of origin. **If you are a foreign national, please contact Performing Arts Management no later than December 1st to discuss what extra documentation may be required.**

Your passport is a very valuable document. In most countries a foreign passport, and especially an American passport, is worth a considerable amount of money. Therefore, it is important that you protect your passport as you would any other valuable item.

You will often be required to show your passport to exchange money. Apart from these cases, though, do not show or loan your passport to a stranger. Keep your passport in a safe (concealed) location. Check frequently to make sure you have your passport. It is possible to replace a passport overseas, but it is usually not an easy thing to do. It may take some time and can cost \$100 or more, which you will be responsible for paying. A photocopy of your passport will be given to you and also held by the tour leaders, which is a valuable help if your passport is lost and needs to be replaced. Your tour leaders may collect your passport, such as when the hotel requires them overnight for registration. At such times the tour leader will be responsible to return them to you.

Visas

Depending on the destination of your tour, visas may be necessary to enter a

country. It usually requires from one to four passport photos (in addition to those required for your passport) to obtain a visa. It also requires that your passport be sent, along with the passport photos and a visa application, to an embassy. The entire process of obtaining a visa can take from 3-6 weeks, but will be organized by Performing Arts Management.

This is one of the reasons we require that you turn your passports into Performing Arts Management by November 1st. If visas are required for your tour, the office will let you know exactly what extra photos and forms are needed, and will make the visa application for the group once the forms are completed.

Purchasing Gifts and Souvenirs

Although you are welcome to buy items abroad, remember that there are limits to the amount you can pack in your checked luggage. Because of group equipment, costumes, and musical instruments, you cannot normally add any more checked pieces of luggage. Large gifts should be sent home by mail. Gifts mailed home may be subject to a duty fee. If you do pack purchased items, do not pack fragile items in bags that will be checked on an airplane.

When you return to the United States, you will be required to clear U.S. Customs. If you have purchased or have received as gifts a total of more than \$800 worth of items, you may be assessed customs duty of up to 10 percent of the value of the items. It would be wise to keep an accurate list of what you purchase and its purchase price.

Electricity Abroad

If you are taking electrical appliances (blow-dryers, curling irons, electric razors, etc.), make sure that you have an appliance which works with 220 volts, or you have the correct electrical adapters and transformers for the countries to which you are going. For most countries the standard is 220 volts, so it is necessary to have a transformer that will convert this to 110 volts (U.S. standard). The type of plug (adapter) used in different countries can vary greatly and it will be important to have the right items.



Remember to purchase a transformer rated for the same (or more) wattage than the appliances you use. For example, if your blow-dryer uses 2,500 watts, make sure your transformer is suited for at least that amount of wattage.

Visit <http://electricaloutlet.org> to see which type of electrical outlet(s) you'll be using on tour.

Laundry

Be sure to pack the items that you will need to do your own laundry while on tour (i.e., detergent, stain stick, clothesline, tide pen, etc.) More often than not, you will be doing your laundry in the sink of your hotel room. Sometimes a hotel can do this for you, but the expense for this is your responsibility. Hint: After washing an item, roll it up in a towel before hanging it to dry. This allows it to dry more quickly.

Roll wet clothing in a towel and walk on them to have the towel absorb as much moisture as possible and the item will dry quicker.

Communication on Tour

Communication worldwide is becoming increasingly easier. Email, Skype, Facetime, apps, etc. make it possible for you to easily have contact with family and friends. In many countries communication companies now provide a local phone number which, when dialed, accesses a U.S. operator who can then place a call in the United States for you. This call is then charged to your calling card. In general, these calling cards are the most convenient way to make long-distance calls.

Be very careful where you make phone calls. Hotels will often charge a service fee to make calls (even on a calling card). Likewise, some phone services can be very expensive, causing phone call costs to run into hundreds of dollars. **Do not make long-distance phone calls from host family homes**, unless the calls are collect or paid for with a calling card. Investigate in advance and know how you plan to communicate while on your tour.



In Case of Emergency

A copy of the tour itinerary will be mailed to your parents (and/or spouse if requested) before your tour leaves. In case of emergency the most efficient way for people to reach you on tour is to call Performing Arts Management at (801) 422-3576 or toll-free at 800-432-3576.

If an emergency occurs before or after regular work hours, the following Performing Arts Management staff may be contacted:

Rex Barrington	<i>Director</i>	C: 801-372-1733
Shane Wright	<i>Assistant Director</i>	C: 801-360-8952
Justin Smith	<i>Artist Manager</i>	C: 801-310-2784
Karson Denney	<i>Artist Manager</i>	C: 801-787-9373
Karla Schmidt	<i>Office Manager</i>	H: 801-226-3849



Members of Noteworthy in the 2017-2018 school year.

IV. HEALTH AND SAFETY

Pre-Tour Immunizations

Before your tour departs, you should be current with immunizations for measles-mumps-rubella (MMR) and polio, which should have been received earlier in life. You should also

be current with tetanus-diphtheria, which means you have received a tetanus booster within the last 10 years. Tours to developing countries may have other recommended immunizations, including hepatitis A and typhoid. Depending on the countries to be visited, other immunizations may be recommended.

Some vaccinations need to be completed 6-12 months prior to departure.

Hepatitis A is a viral disease that is highly prevalent throughout the developing world but is not as serious in developed countries such as the United States. Transmission may occur by direct person-to-person contact; from contaminated water, ice, or shellfish harvested from sewage-contaminated water; or from fruits, vegetables, or other foods that are eaten uncooked and contaminated during handling.

The vaccine is administered by injection. Adults should receive two separate doses with the second dose administered from 6-12 months after the first dose. Travelers can be considered to be protected four weeks after receiving the initial vaccine dose. The vaccine series (both doses) must be completed for long-term protection. Estimates suggest that the vaccine may provide protective antibodies against hepatitis A for at least 20 years. Hepatitis A



Members of Young Ambassadors at a service project in Belém, Brazil.

injections can be obtained from the Utah County Health Department, 151 South University Ave., Provo; telephone (801)851-7000, <http://www.utahcounty.gov/Dept/Health/immunizations/index.asp>

Typhoid fever is a life-threatening illness caused by the bacterium Salmonella Typhi. Typhoid fever can be contracted if you eat food or drink beverages that have been handled by a person who is shedding S. Typhi or if sewage contaminated with S. Typhi bacteria gets into the water you use for drinking or washing food.

Therefore, typhoid fever is more common in areas of the world where hand washing is less frequent and water is likely to be contaminated with sewage. Once S. Typhi bacteria are eaten or drunk, they multiply and spread into the bloodstream. The body reacts with fever and other signs and symptoms.

Two basic actions can protect you from typhoid fever:

1. Avoid risky foods and drinks
2. Get vaccinated against typhoid fever. The vaccination must be completed at least one week before travel so that the vaccine has time to take effect. Typhoid vaccines lose effectiveness after several years; if you were vaccinated in the past, check with your doctor to see if it is time for a booster vaccination. Taking antibiotics will not prevent typhoid fever; they only help treat it.

Zika Virus

Due to the growing number of Zika cases throughout the world, all BYU performers traveling to areas that have reports of the Zika virus will be required to sign a release form. This form acknowledges that they understand and are aware of the risks of traveling to these areas.

Zika virus is a mosquito-borne illness that can cause severe birth defects to the fetus of a pregnant woman. Pregnant women will not be allowed to go on any BYU tour to areas with a high risk of Zika virus. Women who plan on becoming pregnant should be familiar with the after-tour ramifications of the Zika virus as well.

The CDC website (<https://www.cdc.gov/zika/index.html>) has listed the top five things that everyone needs to know about Zika. Students going on tour should be familiar with these so they can reduce the risk of contracting the virus while abroad, and prevent spreading it once they have returned home.



Synthesis, BYU's Jazz Band.

11 Suggestions for Preventing Illnesses

1. Wash your hands regularly, especially before eating.
2. Never eat or drink from another person's utensils, glass, etc. Only eat fish or meat if it is well cooked and served hot.
3. Only drink and brush your teeth in properly treated or bottled water.
4. Ice may contain bacteria! Do not use ice unless you're sure of its source.
5. Peel fruits and vegetables and wash them with treated water.
6. Do not eat vendor foods from the street.
7. Most bacteria will enter your body through your mouth.
8. Always drink plenty of fluids and rest as much as possible.
9. Keep your tour leaders aware of your health.
10. Obtain safe water. Consider purchasing bottled water.
11. Unless prescribed, don't take medications without talking to your leaders.

Illness on Tour

Unfortunately, illness occurs often during extended touring. Traveling together in close proximity for an extended time, combined with fatigue and changing circumstances, offers a great possibility for sickness. Most Western European countries have well-treated water, which you can drink without ill effects. If

you are uncertain at all, it is always best to drink bottled (and sealed) water. If you have a history of illness, or a special medical condition requiring regular medication or treatment, please share this with your tour leaders so they can be prepared to assist you if necessary.

Medications to Take with You

You are responsible for taking with you the medications you think you might need on tour. Bring prescription packaging with you as proof that the medication is yours.

Special Dietary Needs

The quantity and quality of meals provided by your presenters will vary greatly. Therefore, it is very difficult for the tour leadership to meet the specific dietary

needs or requests of individual tour members. If you have special dietary requests (vegetarian, lactose-free, etc.) you should consider budgeting money to supplement your diet while on tour. You should also discuss your dietary requirements with your tour coordinator (before tour), if they may affect your ability to perform while on tour.

If you have special dietary requests (vegetarian, lactose-free, etc.) you should consider budgeting your money to supplement your diet while on tour.

Health Insurance Coverage

See the *Participant Agreement* (pages 2-3).

Baggage Insurance

BYU does not provide insurance for your personal property. The only exception would be a musical instrument that is used in performances. If you have such an item that you would like to be insured, it is your responsibility to make this known to your tour artist manager before **March 2nd**. Performing Arts Management must have a record of the estimated value of your instrument as well as its serial number and other replacement information before tour. For insurance on other items see the *Participant Agreement* (pages 2–3).

If You Are Robbed on Tour

If your possessions are lost or stolen, report the loss immediately to your tour leaders, who should then contact the local police. Keep a copy of the police report for your insurance claims and as an explanation of your plight. After reporting lost items to the police, report the loss of traveler's checks to the nearest agent of the issuing company, credit cards to the issuing company, and passports to the nearest U.S. embassy or consulate.

Accidents or Injuries

BYU sends a first aid kit with each tour to assist you in case of an accident or injury. If you are injured, see that your tour leaders are immediately informed, and they will assist you in receiving whatever care is necessary. You will be asked to complete a BYU accident form to document the cause of the accident.

GeoBlue Insurance

In addition to your personal insurance, BYU requires students traveling internationally to have international health insurance while on tour. BYU has contracted with GeoBlue to provide this service. GeoBlue provides comprehensive international health insurance for BYU students abroad, which includes coverage for medical expenses, accidental death, dismemberment, and medical evacuation. Coverage has also been offered for “political and security” issues, along with coverage for “natural disaster situations.” As a participant on an international tour, you will receive a policy number and access to online services from GeoBlue. Upon receiving an access code by e-mail, you will need to register at <https://www.geo-blue.com> and print off an insurance card.

On this website you can also view benefit plans, view available doctors and hospitals specific to your country and location, download claim forms, check claim status, etc.

The GeoBlue insurance premium will be approximately \$55 to \$75, depending on the length of tour. **It will be billed to your student account several**



The Chamber Orchestra in front of the Manila, Philippines Temple.

weeks before tour departure. If you do post-tour travel the amount will be larger to match the time you are abroad.

It is important that you do not cancel other medical insurance you have because GeoBlue insurance will only cover you for the time you are on tour with the group internationally.

Safety on Tour

To insure your safety, it is very important that you be wise in your conduct while traveling. Please consider the following tips from the U.S. State Department for safety on the street, safety in your hotel, and safety on public transport:

SAFETY ON THE STREET

Use the same common sense traveling overseas that you would at home. Be especially cautious in, or avoid, areas where you are likely to be victimized.

These include the following:

- * Subways
- * Train stations
- * Elevators
- * Tourist sites
- * Marketplaces
- * Festivals
- * Marginal areas of cities

Be aware of what you discuss with strangers and what may be overheard.

The U.S. State Department suggests the following 11 "Safety on the Street" Tips:

1. Do not travel alone at night, use shortcuts, narrow alleys, or poorly lit streets.
2. Avoid public demonstrations and other civil disturbances.
3. Keep a low profile and avoid loud conversations or arguments. Do not discuss travel plans or other personal matters with strangers.
4. To avoid scam artists, beware of strangers who approach you, offering bargains or to be your guide.
5. Beware of pickpockets. They often have an accomplice who will do the following:
 - * Jostle you
 - * Ask you for directions or the time
 - * Point to something spilled on your clothing
 - * Distract you by creating a disturbance
6. A child or even a woman carrying a baby can be a pickpocket. Beware of groups of vagrant children.
7. Do not walk the streets alone. Travel in mixed-gender groups of three or more.

8. Wear the shoulder strap of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse snatchers.
9. Try to seem purposeful when you move about, even if you're lost, act as if you know where you're going. Ask directions only from individuals in authority.
10. Learn a few phrases in the local language so you can signal your need for help, call the police, or call a doctor. Make note of emergency telephone numbers you may need: police, fire, your hotel, and the nearest U.S. embassy or consulate.
11. If confronted by superior force, don't fight attackers—give up valuables.

*The complete booklet can be found at https://www.noao.edu/safety/safety_topics/a_safe_trip_abroad.pdf

SAFETY IN YOUR HOTEL

The U.S. State Department suggests the following 7 “Safety in Your Hotel” Tips:

1. Keep your hotel door locked at all times. Meet visitors in the lobby.
2. Do not leave money and other valuables in your hotel room while you are out. Use the hotel safe.
3. Let someone know when you expect to return if you are out late at night.
4. If alone, do not get on an elevator if there is a suspicious-looking person inside.
5. Read the fire safety instructions in your hotel room.
6. Know how to report a fire.
7. Be sure you know where the nearest fire exit and an alternate are. Count the doors between your room and the nearest exit—this could be a lifesaver if you have to crawl through a smoke-filled corridor.

SAFETY ON PUBLIC TRANSPORT

The following U.S. State Department tips can help you stay safe while traveling by air, train, bus, or taxis.

TRAVEL BY AIR

1. Never leave your baggage unattended in an airport.
2. Never agree to watch the baggage of an unknown person.
3. Do not check in baggage or carry bags, gifts, etc., for anyone not in the tour group.
4. Avoid suspicious, abandoned packages in airports and report them to security.
5. Quickly get in and out of airports, trains, buses, and subway stations.

TRAVEL ON TRAINS

1. There is an organized, systematic robbery of passengers on trains along popular tourist routes. It is more common at night and especially on



Members of Wind Symphony pose after a service project in Sydney, Australia.

overnight trains.

2. If you see your way being blocked by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.
3. Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers. They may also spray sleeping gas in train compartments.
4. Lock your compartment. If it cannot be locked securely, take turns sleeping in shifts with your traveling companions, or stay awake. If you must sleep unprotected, tie down your luggage, strap your valuables to your body and sleep on top of them.
5. Do not be afraid to alert authorities if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

TRAVEL ON BUSES

The same type of criminal activity found on trains can be found on public buses on popular tourist routes. For example, tourists have been drugged and robbed while sleeping on buses or in bus stations. In some countries whole bus loads of passengers have been held up and robbed by gangs of bandits.

TRAVEL ON TAXIS

Only take taxis clearly identified with official markings. Beware of unofficial cabs. If there is not a meter, negotiate a fare to your destination before getting in the cab (most of these tips are from the booklet *A Safe Trip Abroad* by the U.S. State Department — http://www.noao.edu/safety/safety_topics/a_safe_trip_abroad.pdf)

How to Avoid Legal Difficulties

When you are in a foreign country, you are subject to its laws and are under its jurisdiction, not the protection of the U.S. Constitution. You can be arrested overseas for actions that may be either legal or considered minor infractions in the United States. Be aware of what is considered criminal activity in the country you are visiting.

One of the offenses for which U.S. citizens have been arrested abroad is taking unauthorized photographs. In many countries you can be harassed or detained for photographing such things as police or military installations, government buildings, border areas, and transportation facilities. If in doubt, ask permission before taking photographs. (most of these tips are from the booklet *A Safe Trip Abroad* by the U.S. State Department — http://www.noao.edu/safety/safety_topics/a_safe_trip_abroad.pdf.)

Protection Against Terrorism

Terrorist acts occur at random and unpredictably, making it impossible to protect yourself absolutely. But the vast majority of foreign states have good records of maintaining public order and protecting residents and visitors within their borders from terrorism.

Most terrorist attacks are the result of long and careful planning. The chances that a BYU ensemble would be the victim of terrorism are slight—no more than the random possibility of being in the wrong place at the wrong time. In addition, many terrorist groups, seeking publicity for political causes within their own country or region, are not looking for American targets. Nevertheless, the following pointers below may help you avoid becoming a target of opportunity. These precautions may provide some degree of protection and can serve as practical and psychological deterrents to would-be terrorists.

- * Be aware of what you discuss with strangers and what may be overheard.
- * Try to minimize the time spent in the public area of an airport, which is a less protected area.
- * Move quickly from the check-in counter to the secured areas.
- * After arrival, leave the airport as soon as possible.
- * Avoid luggage tags, dress and behavior that may identify you as an American.
- * Keep an eye out for suspicious abandoned packages or briefcases.

Report them to airport security or other authorities and leave the area promptly.

- * Never leave your baggage unattended at the airport or other public place.
- * Avoid obvious targets, such as places where Americans and Westerners are known to congregate.

One of the offenses for which U.S. citizens have been arrested abroad is taking unauthorized photographs. If in doubt, ask for permission.

- * Know the identity of visitors before opening the door of your hotel room.
- * Don't meet strangers at unknown or remote locations.
- * Refuse unexpected packages.

Formulate a plan of action for what you would do if a bomb exploded or there was gunfire nearby. If you are ever in a situation where somebody starts shooting, drop to the floor or get down as low as possible. Don't move until you are sure the danger has passed.

Do not attempt to help rescuers and do not pick up a weapon. If possible, shield yourself behind or under a solid object. If you must move, crawl on your stomach. (most of these tips are from the booklet *A Safe Trip Abroad* by the U.S. State Department — https://www.noao.edu/safety/safety_topics/a_safe_trip_abroad.pdf).

While on tour there could be times when your leadership may ask you to blend into the local culture. Below are some tips to help you achieve this goal:

- * Avoid American fast-food restaurants and chains.
- * Keep discussions of politics to private places.
- * Do not wear clothes featuring American flags or sports team logos.
- * Keep your passport out of sight.
- * Keep cameras, video equipment, and maps tucked away.
- * Soften your speech.

Lost on Tour

If you become lost while on tour, you should either contact a local Church office or the U.S. embassy or consulate. It is wise to carry the tour itinerary with you at all times. Because of time constraints on any tour, the group cannot be unduly detained waiting for one student. If students, through their own negligence, get lost, they must pay their own transportation expenses to get back to the group.

Travel Stress/Jet Lag

Some people identify travel stress primarily with jet lag—a condition that leaves some travelers feeling tired, wired, and simply out of sync. While jet lag is a problem for some, it is only one source of travel stress, and its effects are generally less serious than some horror stories would suggest.

After several years of studying the jet-lag phenomenon, researchers have only concluded they are dealing with an inexact science. No surefire diet, no special sleeping aid, and no perfect schedule has ever been proven to eliminate jet lag. Therefore, the first tip is to be wary of any cure-all.

When you fly overseas, crossing several time zones in the process, you may find yourself eating lunch when your body expects you to be getting ready for bed. You thereby force your body clock to begin adjusting to a new cycle. The physical, mental, and emotional effects of this adjustment phase (like any adjustment phase the body might experience) depend on the person. Jet lag *can* influence attention span, judgment, and other cognitive skills; it can cause irritability, drowsiness, headaches, and other physical discomforts that could spoil a trip.

The effect —while real—may be hardly noticed by some individuals, who therefore deny that jet lag even exists. A number of travel publications on the market today promote programs, schedules, diets, or other suggestions for “beating” jet lag. However, no one can guarantee what will be most effective for you because each individual is different. Listed here are only a few common-sense suggestions that might make your body clock’s adjustment a bit smoother.

No surefire diet, no special sleeping aid, and no perfect schedule has ever been proven to eliminate jet lag.

Don’t worry about it too much. The more you think about the possibility of being a zombie for your first few days in Europe (or anywhere else), the greater your chances of realizing your fears. Worry inevitably increases stress levels and slows your body’s ability to adjust. Worrying may lead you to overcompensate, causing other difficulties.

Set your watch to the time zone of your destination as soon as you leave. Keeping track of “home time” only encourages your body to stick to that schedule. By referencing your new time zone, you can mentally help your body begin adjusting before you arrive.

Leave healthy and stay healthy. Take good care of yourself before you go—eating and sleeping well (but not too much) and exercising. A body clock in good condition will be easier to work with than one already burdened with unhealthy habits. Drink plenty of liquids before, during and after the flight.

Maximize your comfort on the plane. Loose-fitting clothing aids circulation and increases comfort, especially on long flights. Eat lightly, even refusing a meal. If you feel obligated to eat the in-flight meal because you paid for it, at least eat only part of it. Avoid soft drinks. Juice and water will make you feel better during the flight, because they help counter the effects of the cabin’s



BYU Singers at an outreach performance in Yogyakarta, Indonesia.

dry atmosphere. Try to get some sleep; a blanket and pillow will make you more comfortable. Some people need eye masks. Others feel sleeping pills are essential. However, avoiding such artificial means of relaxing may ultimately lead to a better (even quicker) adjustment.

If jet lag does not hit during your stay abroad, it may strike when you return home. This may be because it is finally catching up to you, because the adrenalin that can accompany travel is no longer sustaining you, or because two clock adjustments in a short period of time are too much for your body to handle. By following the same steps as you did when you left, you can make the adjustment period easier.

Culture Shock

Culture shock is often described as a person's emotional—sometimes physical—reaction to not being able to comprehend or adapt to a new culture. The term was first introduced by Kalervo Oberg in 1960 (Culture Shock: Adjustment to New Cultural Environments. *Practical Anthropology* 7:177–82.), when he explained that the differences one notes in another culture can lead to confusion, anxiety, stress, and other negative results. Since that time, researchers have found that people often experience culture shock because they find themselves without the standard social reference points that explain, order, and justify actions at home.

Suddenly, a person accustomed to lining up is in a land where crowding is more common, or, one is unnerved by local nationals who “stand too close” during conversation. Because the culture is unfamiliar, the visitor is not sure how to interpret body language, social customs, and anything else that seems alien. Nearly everyone recognizes differences between cultures. Some people never notice any feelings of inadequacy or confusion, and they readily adapt to a new environment. Others, however, are taken by surprise and may demonstrate some symptoms of stress related to culture shock.

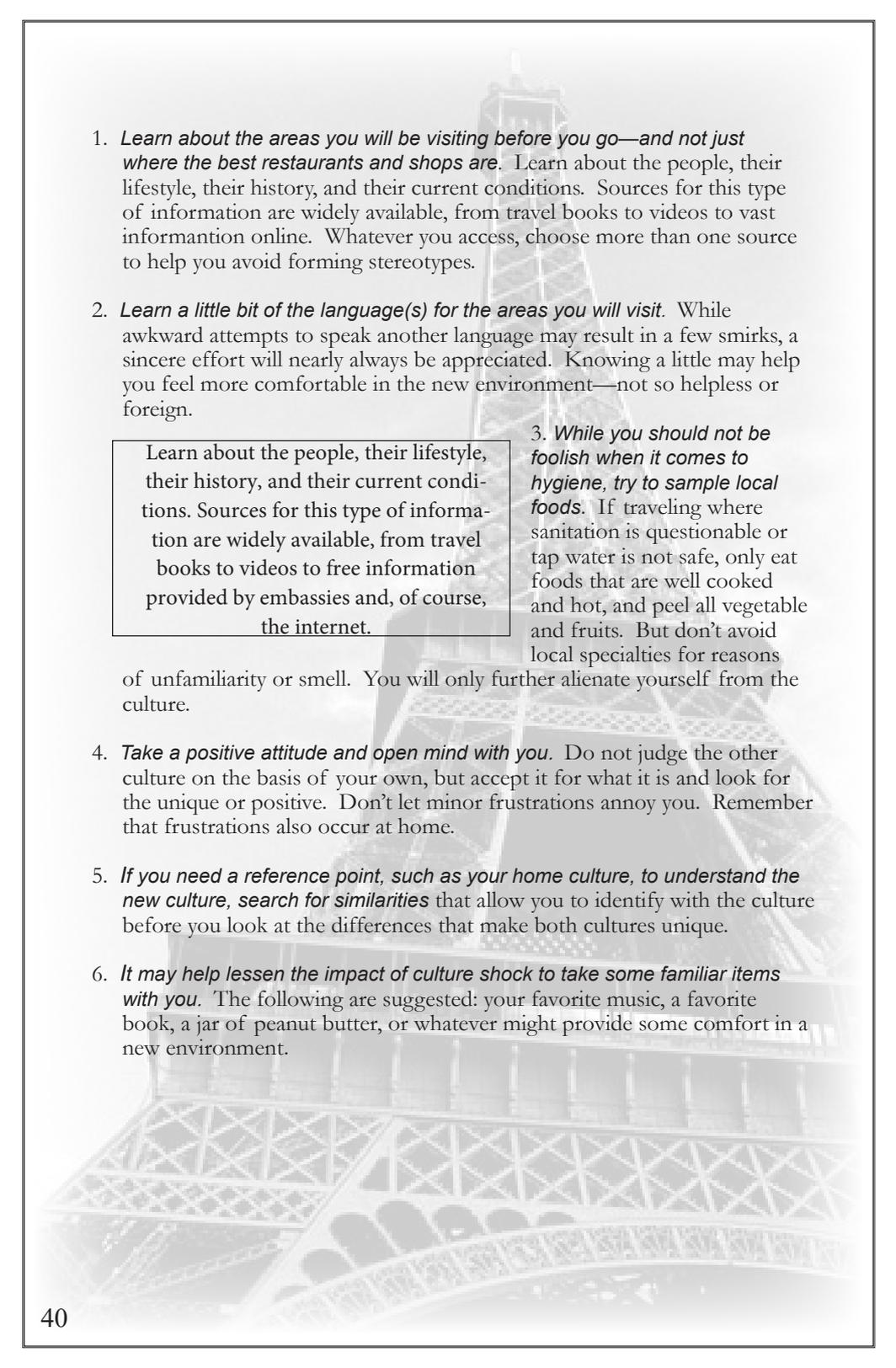
As with jet lag, the individual impact of culture shock depends on the person and the circumstances. The more different one's own culture is from the visited culture, the greater the potential for culture shock.

Also, the more settled one is in the home culture (which can be exhibited as narrow-mindedness, ignorance, or even paranoia), the greater the chance of facing culture shock.

Symptoms of culture shock include the following:

- * Noticeable homesickness or a propensity to talk too much about home
- * Unreasonable paranoia (everyone is a pickpocket and all food is unsanitary)
- * Excessive frustration with minor inconveniences
- * Biased or overly critical attitudes toward local customs
- * Refusal to use and/or fear of learning phrases in the local language.

Some people actually suffer upset stomachs, headaches, and other physical side effects. The stress of culture shock can be avoided with some preparation and an open mind. The following six tips should be helpful in preventing culture shock:

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1. **Learn about the areas you will be visiting before you go—and not just where the best restaurants and shops are.** Learn about the people, their lifestyle, their history, and their current conditions. Sources for this type of information are widely available, from travel books to videos to vast information online. Whatever you access, choose more than one source to help you avoid forming stereotypes.
 2. **Learn a little bit of the language(s) for the areas you will visit.** While awkward attempts to speak another language may result in a few smirks, a sincere effort will nearly always be appreciated. Knowing a little may help you feel more comfortable in the new environment—not so helpless or foreign.

Learn about the people, their lifestyle, their history, and their current conditions. Sources for this type of information are widely available, from travel books to videos to free information provided by embassies and, of course, the internet.

3. **While you should not be foolish when it comes to hygiene, try to sample local foods.** If traveling where sanitation is questionable or tap water is not safe, only eat foods that are well cooked and hot, and peel all vegetable and fruits. But don't avoid local specialties for reasons

of unfamiliarity or smell. You will only further alienate yourself from the culture.

4. **Take a positive attitude and open mind with you.** Do not judge the other culture on the basis of your own, but accept it for what it is and look for the unique or positive. Don't let minor frustrations annoy you. Remember that frustrations also occur at home.
5. **If you need a reference point, such as your home culture, to understand the new culture, search for similarities** that allow you to identify with the culture before you look at the differences that make both cultures unique.
6. **It may help lessen the impact of culture shock to take some familiar items with you.** The following are suggested: your favorite music, a favorite book, a jar of peanut butter, or whatever might provide some comfort in a new environment.

V. PUBLIC RELATIONS

Gifts

Gift giving and receiving is an important part of each tour. Gifts are given to mayors and other dignitaries, presenters, bus drivers, guides, hotel managers, and other persons you come in contact with who contribute to the success of the tour. These gifts will be obtained by your tour leaders, but you may be asked to present gifts in behalf of your group. You may also want to take along small gifts and thank-you notes for your own personal gift exchanges.

BYU Programs and Brochures

Audience members and others who come in contact with BYU performing ensembles are favorably impressed when they receive a memento of their experience with the ensemble. BYU pins and program/brochures have been effective public relations tools. Performing Arts Management provides these items for each tour.

Programs and Brochures

International tours (and USA tours when financially possible) will have a program and brochure. It is designed to introduce the ensemble and its performance. The program and brochure also have the goal of giving a broad overview of the university as a whole and the colleges from which the performing ensembles originate. It also, of course, lists the program.

Feel free to share copies of the program and brochure with people you meet.

Tour Photography

Your tour manager will designate someone in your group to be the official tour photographer. Good-quality, close-up photographs are very important for post-tour promotion and publicity, and your cooperation is important to achieve this. Copies of group pictures will be made available to interested tour members after the tour.

Preparing for Media and Other Interviews

As representatives of Brigham Young University, the LDS Church, and American youth in general, participants in Brigham Young University's performing ensemble tours are often asked a wide variety of questions about their ensemble, the touring program, BYU, and the Church.

Such questions come from a number of sources, including the news media, hosts, spectators, tourists, government officials, business operators, and other traveling public. It is important that you become acquainted with relevant facts.



The information provided has been broken down into four sections; they are as follows:

- (1) The BYU Touring Program
- (2) Brigham Young University
- (3) Your Performing Ensemble
- (4) The Church and BYU

Information need not be memorized, but you should become familiar with it.

The BYU Touring Program

1. BYU sends its ensembles on tours for the following reasons (see page 1):
 - a. To develop students' artistic understanding and skills.
 - b. To entertain and edify audiences.
 - c. To broaden students' knowledge of other peoples, cultures, and languages and to provide for cultural exchange.
 - d. To promote world friendship and goodwill.
2. Over 350 students are involved each year in BYU's performing tour program.
3. Performing ensembles traveling this year:

Performing Ensemble

Ballroom Dance Company

BYU Singers

International Folk Dance Ensemble

Living Legends

Theatre Ballet

Young Ambassadors

Wind Symphony

Synthesis

Tours

*Arizona, England, France, Switzerland,
Spain*

Nevada, California

Colorado

Brazil

Idaho, Washington, Oregon

Nevada, California

Texas

Cuba, Puerto Rico, Dominican Republic

Additional groups performing regionally:

Chamber Orchestra

Jazz Legacy

Philharmonic Orchestra

Contemporary Dance Theatre

Men's Chorus

Noteworthy

The China Spectacular tour will have participants from Young Ambassadors, Vocal Point, International Folk Dance Ensemble, Living Legends, Cougarettes, Chamber Orchestra, and the Dunk Team.

4. Participants in BYU performing ensemble tours must:
 - a. Be a full-time university student in the current school year.
 - b. Have a qualifying grade-point average (GPA).
 - c. Be selected from auditions held yearly for each ensemble.
5. Performers are not required to be music, dance, or sound/lighting technical majors. Membership to any ensemble is open to all BYU students, except Living Legends where members must have at least 25% native heritage.

Brigham Young University Facts

(see <http://yfacts.byu.edu>)

1. Brigham Young University was founded in 1875 by Brigham Young.
2. BYU is the largest private, religious university in the United States with an enrollment of about 33,000 students.
3. BYU attracts about 1,500 international students from over 105 countries
4. Approximately 5% of the student body are non-LDS.
5. The BYU campus is 560 acres.
6. BYU's full-time employees include approximately
 - * 1,611 faculty
 - * 2,583 staff and administration
7. BYU offers a wide-variety of academic degrees:
 - * 179 bachelor's degrees
 - * 62 master's degrees
 - * 26 doctorate degrees, including a juris doctorate degree



8. BYU offers courses in 10 colleges, in Continuing Education and Graduate Studies and in three general undergraduate areas of study.
9. Brigham Young University seeks to develop students of faith, intellect and character who have the skills and the desire to continue learning and to serve others throughout their lives. Established in 1875, the university provides an outstanding education in an atmosphere consistent with the ideals and principles of its sponsor, The Church of Jesus Christ of Latter-day Saints.

Known for its academically minded and internationally experienced student body, its world-class teaching and its beautiful mountain location, BYU is also recognized for its extensive language programs, performing arts ensembles, outstanding sports programs and devotion to combining solid scholarship with the principles of the restored gospel of Jesus Christ.
10. BYU has over 400,000 alumni.
11. In addition to formal education, a wide variety of extracurricular activities are provided at BYU:

Study Abroad Programs

There are 206 study abroad programs in 75 countries with nearly 2,000 students. The highest number of BYU study abroad programs are in Europe, followed by Asia.

Sports

BYU's intercollegiate athletic program has become one of the top programs in the country, repeatedly earning national rankings and recognition.

Dance

BYU's Department of Dance includes four areas: Ballet, Ballroom Dance, Contemporary Dance, and World Dance. These areas work cooperatively to provide opportunities for all students at the university to develop their potential in dance. Most dance technique classes and performance opportunities are open enrollment and not restricted to dance majors. Placement is determined by audition. Besides the wide variety of basic or beginning courses, there are professional courses that develop leadership, performance, and choreographic



ability in all types of dance. Performing opportunities are provided both on and off campus in concerts with groups that tour throughout the world.

Music

Music Degrees are offered in the following areas: Music, Commercial Music, Music Composition, Music Education, Music Performance.

Your Performing Ensemble

This information will vary between ensembles. Therefore, it is important for you to know at least the following detail related to your ensemble:

1. Are all members of your ensemble from the United States?
2. In which major disciplines are members of your ensemble studying?
3. What year in school are the various tour members?
4. Who has been in your ensemble the longest?
5. How old is the youngest member of your ensemble? The oldest?
6. How much time do you and the members of your ensemble spend in preparing for your tours?
7. In what ways have you and members of your ensemble prepared to visit foreign lands?
8. What type of show does your ensemble present?
9. Have any of your ensemble visited the tour area before? Who? When?

Be sure you are familiar with the countries and cities your tour visits and, where possible, the names of the facilities in which the ensemble will be performing.

The Church and BYU

1. Q. Is there a relationship between “Mormonism” and singing, dancing, and music?
A. The Church of Jesus Christ of Latter-day Saints teaches the importance of educating the whole person, which includes expanding knowledge, ability, and talent. The Church endorses BYU entertainment in general for its membership because of these benefits (see D&C 136:28).
2. Q. Do you proselyte on your performing tours?
A. No. The purpose of performing tours is to provide entertainment and extend friendship and understanding to other people. No aspect of any performance is directly related to religious teachings.

3. Q. How large is the The Church in the areas you will be performing?
 - A. This is information your tour manager should be able to provide you.
In 2017 worldwide The Church membership reached over 16 million.
4. Q. Do you have to belong to The Church to attend BYU?
 - A. No, one percent of the students currently attending BYU are non-members.
5. Q. How can I learn more about The Church, which sponsors BYU?
 - A. Either visit www.mormon.org or in the U.S. call 1-888-537-6600.
International requests should be referred to the mission home of the country you are visiting.

Dates To Remember

This is a schedule of important deadlines to remember as you prepare for tour. Many of the following items need to be returned to Performing Arts Management (PAM). All forms can be found on our website at <https://pam.byu.edu/participant-resources/>.

Deadline	Description	Information on page	Completed
Sept 15	Apply for Passport (or renewal)	23-24	_____
Oct 15	Return <i>Student Participant Agreement Form</i> to PAM (a late fee of \$15 applies)	5-6	_____
Nov 1	<ul style="list-style-type: none"> • Turn in passport to PAM (a late fee of \$50 applies) • International students obtain all required documents 	23-25 3, 25	_____ _____
Jan 15	<ul style="list-style-type: none"> • <i>Post-Tour Travel Form</i> due to PAM • 1st Tour payment of \$_____ due (A financial hold will be placed on your BYU records if you fail to make any of your three tour payments) 	11 12	_____ _____
Jan 31	Pre-tour immunizations are complete	28-29	_____
Feb 1	Turn in __ visa picture(s) to PAM	25	_____
Feb 15	2nd Tour payment of \$_____ due	12	_____
Mar 1	Inform tour coordinator of instrument information	31	_____
Mar 15	<ul style="list-style-type: none"> • 3rd Tour payment of \$_____ due Recently married women confirm passport • last name with PAM (for airline ticketing) • Inform tour coordinator of special dietary needs 	12 24 31	_____ _____ _____
Apr 1	<ul style="list-style-type: none"> • GeoBlue charged to student account (\$60-80) • Plan for prescription medicine on tour 	32-33 31	_____ _____
Apr 15	<ul style="list-style-type: none"> • Your parents will receive an itinerary in the mail • Become familiar with public relations information 	42-45	_____ _____
_____	Excused absence form due to artistic director each time you miss class (Fall/Winter semesters)	6	_____
_____	Check out BYU blazer/travel bag from PAM	7	_____
_____	Return BYU blazer/travel bag to PAM (a late fee of \$15 for each item applies)	7	_____