

Performing Arts Management Academic Experience Policy January 2025

Performing Arts Management (PAM) will assist the Department of Dance and the School of Music with academic-funded travel (academic experiences) within the outlined parameters.

Defined Terms

- **Academic Experience:** Events not in the PAM tour rotation, funded through individual departments with a curricular focus, including but not limited to festivals, competitions, conferences, and conventions.
- **Artistic Director:** Full-time faculty assigned to lead and manage dance and music groups.
- **Artist Manager:** PAM employees assigned to book performances and tours for BYU mainstage performing groups.
- **Tour Manager:** Full-time employee overseeing logistics, finances, and communications for tours while traveling with a group.
- **Department:** Department of Dance or School of Music

PAM Responsibilities

- PAM will assist with travel arrangements for entire ensembles that are regularly assisted by PAM, as approved by the PAM Director and PAMAC.
- PAM will provide:
 - Airfare, lodging, and ground transportation arrangements in conjunction with BYU Travel.
 - Itinerary creation once confirmed by the artistic director.
 - Passport collection, payment processing, GeoBlue Insurance, and per diem processing.
 - Budget creation in collaboration with artistic directors, ensuring a 15%-20% buffer for unexpected expenses. *Artistic directors are responsible for expenses exceeding the budgeted amount.*
- PAM will not arrange performance opportunities for academic experiences, which are department-sponsored and should not involve the Church for performance support. If circumstances allow, and with IVP support, PAM may approach appropriate Church leadership about group church attendance, musical numbers, devotionals, performance attendance, and service opportunities.
- PAM support staff traveling with academic experiences is not guaranteed. Departments should rely on university full-time faculty, administrators, or staff for tour leadership and management. Artist managers will train tour managers outside of PAM as needed.
- PAM artist managers may oversee a maximum of two extended/post-semester student experiences per year.
 - Student experiences include any regularly scheduled PAM sponsored tour or a department sponsored academic experience, no matter the length.
 - Additional requests will be considered on a case-by-case basis, with the understanding that it may not be possible to accommodate all requests.

Department Responsibilities

- Artistic directors must secure funding before an artist manager begins planning. Budget creation in conjunction with artist manager should include a 15%-20% buffer for unexpected expenses. *Artistic directors are responsible for expenses exceeding the budgeted amount.* Departments may consider transferring funds to PAM in advance for expense tracking.
- Artistic directors will submit requests for PAM assistance with academic travel through their department chair/director using the following approved process.
 - Artistic directors present requests to their department chair/director.
 - The department chair/director requests PAMAC approval for PAM assistance.
 - If approved by PAMAC, the PAM director seeks IVP approval (for international travel) or acknowledgment (for domestic travel).
 - PAM director/artist manager informs the department chair/director of the approval status.
- Requests **must** be submitted at least one year in advance, preferably two. All requests **must** include a firm plan/general itinerary. Late requests will be considered case by case.

Key Deadlines:

 - Participant lists, seat requirements for air/ground transportation, and room block details: within 7 days of the fall semester add/drop deadline.
 - Rooming lists: at least 90 days before departure.
 - Tour leaders (BYU full-time employees) should be determined within 7 days of the fall semester add/drop deadline and remain with the group for the entire tour unless exceptions are approved.
- Artistic directors are responsible for developing contacts, scheduling performances, and organizing itineraries. PAM will provide guidance but will not be solely responsible for these arrangements.

Associated Fees

- PAM charges a \$4,000 administrative fee (2025) per academic experience. Inflationary increases may apply.
- Fees fund additional PAM office support (additional admin/student employees) for academic experiences.
- The fee covers trips up to 14 days; additional days cost \$150/day. Shorter trips are not prorated.
- The fee covers up to 50 students; additional students incur a \$75 fee per student. Fewer than 50 students are not prorated.
- If the Department/School decides to bring a PAM tour manager to travel with the group, the department covers travel, accommodation, food, and group activity expenses for the artist manager and one potential guest.
- All PAM policies apply to academic experiences, including:
 - Late fees
 - Safety procedures
 - Dress and grooming expectations

Not Using PAM Services?

- Check BYU's travel restriction lists: <https://travelsmart.byu.edu>
- Follow the [University Travel Policy](#) for proper planning and approval.
- Submit trip information to Brian Marks (bvmarks@byu.edu) and Janna Gordon (janna_gordon@byu.edu) at BYU Travel, who will assign a travel representative.
- Wendy Baumgarten is unavailable for non-PAM travel assistance.
- Follow travel office guidelines; contact Brian Marks or Janna Gordon for details.