

**Before booking your music tour; consider the following:**

- 1) How many people do you believe will travel with the group? Please think about not only those choir / music group members traveling, but also family, friends and others interested in participating in the tour with your group.
- 2) Will everyone be traveling from the same departure city? If not, we can have a centralized international departure city, such as New York City, and then offer domestic round trip add-ons from a city nearby for the various participants.
- 3) Where do you want to go? One country or multiple ones?
- 4) Do you have itinerary plans already in mind? While we offer standard tour outlines, these can be customized to meet your group's plans.
- 5) Do you have specific concert venues you wish to include? Please keep in mind that we are bound by a particular place's availability and willingness to host your group. Keep in mind that we can seek out
  - Historic Venues that will add to the cultural and educational aspect of the tour.
  - Mission Venues to allow the group to minister to local groups in need, such as a nursing home, orphanage or hospital.
  - Professional Venues that provide a stage to gain recognition for your group through performance in a major concert facility.
- 6) What type of music does your group plan to perform? Please keep in mind that churches often limit selections to sacred music, and venues usually request a listing of music to be performed before agreeing to allow you to perform.



- 7) For some venues, an audition tape is required. Practice sessions or productions may be submitted, but they should reflect the music the group plans to perform.
- 8) To assist in local promotion for your performances, biographies of the conductor / leader is requested, as well as a photo of the group – preferably in production attire.
- 9) What dates do you want to travel on? Keep in mind that while the summer is easiest on those connected with school calendars, it is also high season pricing and crowds. Late Autumn and Early Spring can offer cool temperatures but savings in cost and fewer crowds.
- 10) We can create Tour Host Benefits for you, based again on what you need or want for your group. Our standard Tour Host Benefit is One Earned Tour for every Ten Full Paying Passengers. If you want to lower the price for the tour, you can use a higher ratio, such as One for Fifteen. The least expensive would be Net Pricing that includes no benefit for the host. If you are not presently a tour host with Educational Opportunities (EO), we will need to create a host account, once we begin setting up your tour. Since there are tax implications on Earned Tours (per the IRS) for individuals, some folks opt to set the Host Account up under their church or other non-profit organization.
  - Keep in mind how many Earned Tours you will need for your conductor, accompanist, or others that you wish to give complimentary travel to.
  - Also note if you need to provide single rooms for these VIP's.
  - Calculations should include if you plan to use your Earned Tours to cover the conductor and accompanist, or if they are to be included in the base price before the earned tours (contact Mark Boston for more information on this).
- 11) Once we have the dates, itinerary and venues, passenger projection, and departure city (ies) established, we can create a quote for your group for approval. If we need to change portions of the tour or



benefits to create a price point more agreeable to your group, this is handled at this time.

- 12) Once we have the itinerary, dates, and pricing settled, EO can create a full color brochure for you to use to promote the tour. We can include a photo or message from you on the brochure. You will receive the PDF file as well, that anyone could post to their website or send out in an e-mail. You will also have a web page on our website that your brochure will refer folks to. There they can pull up the PDF file of the brochure, read the itinerary, or even register on-line for the tour.
- 13) You have the option of having all your people contact EO directly to register and submit payments and passport information directly to us. This lessens the burden of tracking all this on you. If you prefer to have everyone give you their information and payments and then forward this on to us, we can set up your tour with "No Passenger Contact" here.
- 14) If you have chosen for EO to have direct contact, then once folks are registered for the tour and have submitted their down payment, they will receive a "First Billing Statement" that will show their balance due, give them a set of Frequently Asked Questions, and Travel Protection Plan Information. Approximately 2 weeks prior to travel, the passengers receive by UPS their finals packet that will include their info for the flight itinerary, hotel itinerary, final instructions, luggage tags, name badges, and a document holder. If you choose to have all communication pass through you, then you will receive all documents.

For more information, contact Mark Boston, Director of Specialized Tours  
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