



A Christmas Holiday Spectacular

John Leavitt, Artistic Director
THANKSGIVING WEEKEND
NOVEMBER 2016



Day 1

Arrival: Our out-of-town guests arrive by air, bus, or train. Transfer to the **Midtown Manhattan Hotel** for check-in at our residency hotel

This afternoon/evening is free to enjoy dinner and to explore New York City at your leisure. *Each participant taking the overnight, hotel package, will receive a **7-Day unlimited MetroCard** for use on the city public transportation. Meals **ON YOUR OWN**

*Group Airport Transfers can be arranged through Sechrist Travel for \$35 per person, round-trip.

Day 2

Breakfast provided at area restaurant. Today we will have an opening 3 hour festival rehearsal with Dr. John Leavitt, at the **Hotel or area Rehearsal Space**. The remainder of the day is free to enjoy dining, sightseeing and theater. Meals **ON YOUR OWN**



Day 3

Breakfast provided at area restaurant/deli.

This morning, the Festival Chorus will have a 3 hour festival rehearsal with Dr. John Leavitt, at the **Hotel or area Rehearsal Space**. Following lunch ON YOUR OWN, the Festival Chorus will have the opportunity to present an informal 'FLASH MOB' performance at iconic locations in New York City, such as Central Park, Grand Central Terminal, and possible performance at the Cathedral of St. John the Divine



The remainder of the day is at your leisure to enjoy and explore all that New York City has to offer. Visit the 9/11 Memorial Museum and Gardens, see the Radio City Christmas Spectacular, visit Rockefeller Center and the famous Christmas Tree - ON YOUR OWN.

Sechrist Travel can make additional arrangements for entrances to the local museums, attractions, Broadway Shows, and group meals - upon request (additional cost).

Day 4

Breakfast provided at area restaurant/deli.

This morning you will make your way to **Concert Venue (TBA)** for a final rehearsal with our professional orchestra, lunch break. **The 2pm Final Festival Concert will feature a performance by the Festival Chorus, under the direction of Dr. John Leavitt, in celebration of Dr. Leavitt's 60th Birthday and 30 years of publishing accomplishments!**

Performance attire represents the mosaic of participants. Plan to perform in the attire standard for your own ensemble. Also plan to have only limited dressing space being available at the Concert Venue. You should prepare and change clothes at the hotel, as your hotel is in close proximity.

A reception follows the concert and features appetizers and entertainment.

Day 5

Breakfast provided at area restaurant/deli.

Departure day for our Our out-of-town guests!

Hotel check-out (by noon) and departure. Amount of free time on this day depends on your travel arrangements. 1) If your group departure time is later than check-out, you can arrange with Sechrist Travel staff to have luggage stored by the hotel bell staff at no added cost. 2) If departure is near check-out time, individuals should bring their own luggage to the departure bus. 3) Individuals who are deviating from the group schedule and need to store luggage after check-out should do so on their own at the lobby bag check (cost is approximately \$3.00 per article).

*Group Airport Transfers can be arranged through Sechrist Travel for \$35 per person, round-trip.



I. Inclusions

- A. Hotel, four nights, *at Midtown Manhattan Hotel*
 - 1. *price is based on quadruple occupancy (2 double beds/4 people)
 - 2. for triple occupancy (2 double beds/3 people), the cost increases \$175 per person
 - 3. for double occupancy (2 double beds or 1 king/2 people), the cost increases \$260 per person
 - 4. or single occupancy (1 king/1 person), the cost increases \$525 per person
 - 5. you can request that rooms be in close proximity to one another, but this cannot be guaranteed
- B. Concert Management
 - 1. festival chorus development
 - 2. conductor and rehearsal accompanist
 - 3. professional musicians/orchestra
 - 4. rehearsal schedule and spaces
 - 5. concert venue: **MAJOR CONCERT VENUE - TBA**
 - 6. maintenance/stage crew
 - 7. house management and ushers
 - 8. ticket service
 - 9. publicity
 - 10. audience development
 - 11. official concert programs
- C. Daily Breakfast
- D. 7-Day Unlimited MetroCard for each participant; for use on public transportation
- E. Post-concert reception
- F. Commemorative Festival T-Shirt for each singing participant
- G. Commemorative framed replica of the Festival Marquee Poster for each ensemble
- H. Non-performing participants will receive all inclusions, plus a complimentary ticket to the performance

II. Package Cost

- A. ***\$1,129.00 per person**, plus transportation to/from New York City
- B. Non-performing participants will receive a **\$125 discount** off of the package price*
- C. Travel to New York City not included - Flight arrangements may be made through Sechrist Travel - UPON REQUEST
- D. New York City area airport transfers can be arranged for **\$35 per person**, round-trip (based on 10 or more) - UPON REQUEST

III. Special Packages

- A. For the first 20 paying performing participants, the ensemble director receives a free concert residency package; the director's free package will include flight and airport transportation only if Sechrist Travel has arranged and provided the travel arrangements
 - 1. includes a private room (single occupancy)
 - 2. director may be joined in their room by 3 additional, non-participant family members who will not be charged for housing, but will be responsible for any other costs incurred
- B. For each additional group of 20 paying performing participants, an additional concert residency package based on quad-occupancy, not including travel, will be given to the ensemble

IV. Transportation to New York City (not included in package price)

- A. Bus or train transportation should be arranged on your own
- B. Air Travel
 - 1. in order for us to better service your trip and assure timely arrival in NYC; air travel can be arranged by *Sechrist Travel*; you will receive a price quote, upon request, and be able to include airfare with your payments to *Sechrist Travel*
 - 2. we are interested in having you secure the lowest available fare; if you are able to secure a group airfare price that is less than that quoted by *Sechrist Travel*, please use the following process:
 - a) rate must be verified in writing from the airline or travel agent; a copy of the proposal must be submitted to *Sechrist Travel*, confirming the proposed airline, flight # and guaranteed price per person
 - 3. *Sechrist Travel* will only facilitate air travel for groups of 10 or more. Any individual participants who choose to deviate from a group plan must handle their own travel arrangements
 - 4. Flight Contracts are subject to different deposit and refund policies, as dictated by the airline at the time of Flight Contract
 - 5. *Sechrist Travel* can provide round-trip transportation to and from your hotel for an additional cost of **\$35 per person - UPON REQUEST**
 - 6. you will be responsible for any costs incurred by reserving or purchasing group plane tickets in the event of personnel cancellations, itinerary changes, name changes, and itinerary deviations

V. Payment Schedule

- A. Reservations for participation in the **NEW YOUR CITY CHORAL FESTIVAL** are accepted on a first-come basis
 - 1. reservations can be secured by submitting a \$100 per person deposit (non-refundable)
 - 2. early deposits are encouraged, with the first payment due no later than **FEBRUARY 15, 2016**
- B. The 2nd payment is a non-refundable \$200 per person due 45 days after first deposit - **April 1, 2016**
- C. The 3rd payment is a non-refundable \$100 per person due 30 days after second payment - **May 6, 2016**

- **Rooming & Flight lists DUE** - specific names, matching government issued IDs, and exact room assignments are due
 - if rooming lists are not received at this time, assignments will be made for you
 - participant names must also be submitted on a list that appears in alphabetical order (by last name) and indicates the voice type or non-performer status of each participant listed
 - any name changes after this date will incur a \$100 service charge per name change
- A. Billing Statements will be mailed out monthly after the initial deposit is received.
 - B. Billing Statements will be based upon your number of participants, and will indicate payment due dates, reflect your hotel occupancy choices, include airfare (if applicable), include the airport/hotel transportation fees (if applicable), include costs for extra nights in hotel if elected and available, costs for optional provisions (if applicable), and include your payment summary.
 - C. A final balance due date is indicated on your monthly statements. **The final balance is due 60 days prior to arrival**
 - D. Billing Statements will be adjusted to reflect your housing choices; any additional charges based upon hotel upgrade costs or other services purchased are due 20 days prior to arrival
 - E. When any payment is late, and no prior arrangements have been made; a fee totaling 5% of that particular amount due will be assessed and added to the final balance due. If a late payment is anticipated and unavoidable, Sechrist Travel must receive your request in writing.

II. Miscellaneous Information

- A. Payments must come from ensembles, not individual participants.
 1. Checks should be made payable to **SECHRIST TRAVEL**
- B. Mailing instructions
 1. checks should be mailed to Sechrist Travel at 14513 North Creek Drive, E-309, Mill Creek, WA, 98012
 2. Federal Express is recommended due to their timeliness and tracking capabilities
- C. Refunds
 1. the first \$400 per person is non-refundable to the unpaid account balance BUT is transferable to replacement participants
 2. all fees are non-refundable for participants that cancel within 2 weeks of arrival
 3. name substitutions without penalty are permissible only until the time of your 3rd payment, after which the change fee described above in section V. B. 4. is applied
 4. qualified refunds will not be returned until the final adjusted invoice has been paid
 5. if your concert becomes canceled by Sechrist Travel, all monies are completely and immediately refunded to you
- D. If your arranged venue becomes unavailable due to "acts of God," Sechrist Travel reserves the right to move your concert to another New York City venue
- E. Any unforeseen fuel surcharges that become imposed by the airline after your initial deposit will be reflected in subsequent statements and become your responsibility

