

# THE EPT > EXPERIENCE



## Performance Tour Information Guide





As President of Educational Performance Tours, let me begin by saying thank you - thank you for your willingness to take on the many challenges, adventures, and liabilities associated with Student Travel. Here at Educational Performance Tours we understand the importance of empowering our youth through the arts, and we would like to help as you continue to educate and inspire young dancers - making a difference in their lives.



KEITH MANFREDI  
PRESIDENT

# WHY EPT?

## OFFICES STRATEGICALLY POSITIONED ACROSS NORTH AMERICA

- Eastern Regional Office & National Headquarters in New York City
- Western Regional Office in Phoenix, AZ

## OUR INDIVIDUAL & ONLINE PAYMENT OPTIONS

- Put the burden on us and simplify the payment process so you can *fine tune* the performance! In addition to "composing, arranging, and producing" your next tour, we are happy to manage the economics.

## OUR PHILANTHROPIC PHILOSOPHY - We are happy to help!

- Our unique **Give Back Program** enables us to join with you in your efforts to build your program, educate, and inspire young performing artists and make a difference in their lives by giving money back to their Performing Arts Programs.

## OUR UNMATCHED RESOURCES

- Our ability to customize each tour to meet the specific needs of your group educationally, socially, and economically allows us to service just one facet, or your **ENTIRE** Performing Arts Department in one trip!

## WE TRULY PERFORM FOR YOU!

- We understand the many challenges, adventures, and liabilities associated with student travel, and at times, how challenging your job can be. Our goal is to decrease the stress and increase the joy of giving your students this once in a lifetime experience!

## ONE EPT TOUR DIRECTOR FOLLOWS YOU THROUGH THE ENTIRE PROCESS - No getting passed around!

- All we own is our reputation and the service we provide to you. That begins and ends with comprehensive timely communication, communication, communication!

Don't just take our word for it!

# TESTIMONIALS



“ We are on our way back from a most spectacular trip! Every performance, event, meal and detail was better than we hoped. The Boston Symphony Master Classes were such inspiring experiences for our students and directors. Faneuil Hall and the Church of the Covenant were so special. Faneuil Hall was **PACKED** with so many people just listening.

**Mamaroneck High School**  
Dina Madden, Music Director  
Mamaroneck, NY



“ This is actually our third time in New York, and this is by far the best experience that we've had. It's such a great opportunity for the kids to be able to get to work with the musicians they will hear tonight in the Broadway Show. It's a connection they'll be able to make and a memory forever.

**Holly Grove Middle School**  
Adam Capps, Band Director  
Holly Springs, NC



“ We had the **BEST** time! The trip was so inspirational for the kids, myself, and our parent chaperones. I cannot begin to tell you how much it has already changed our choir program. My kids spoke with other choir kids at Carnegie Hall and they were comparing tours. They felt so lucky to do all the amazing things we did!

**Pinnacle High School**  
Jenny Paz, Choral Director  
Phoenix, AZ

# FAQ'S



## **Is there a minimum number of participants required for a Performance Tour?**

We require a minimum of 20 traveling participants (not all performers) for our tours. We are able to produce a customized performance tour that will meet the specific needs and requests of your group.

## **How can I obtain a price quote for a tour?**

Because each performance tour is customized and specifically designed for each group we will need to discuss the details regarding your needs. In order to price your tour as accurately as possible we will need your preferred dates of travel as well as the approximate number of individuals (performers, directors, others) who might be traveling. This is also a good time to decide if you will need a Tour Manager for your group. It is also helpful if you have an idea of some of the things you may want to do during your tour, however this is not essential, as we will be happy to use our years of experience to put together a customized tour package for you.

## **What should I do if the price quote I receive exceeds our budget or I would just like the itinerary revised?**

In some cases, whether due to miscommunication or a change in concepts or ideas, you may not be completely satisfied with the initial tour package proposal and or itinerary. If this is the case, it is imperative that you contact your Educational Performance Tour Representative so they can make any and all revisions necessary to satisfy your groups educational, social and economic needs.

## **Do non-performers pay the same amount as the student performers?**

All traveling participants, whether a performer or a non-performer, are expected to pay the appropriate package price based on their room occupancy. The reason for this is that all members of your traveling group are participants of every component of the tour, either as a performer or observer.

## **Is there a suggested payment schedule?**

After we receive your initial deposit, we will require 1/3 of payment to be made 90 days prior to your trip. Another 1/3 will be required 60 days prior to your trip. The final payment will be due 45 days prior to your trip. The final payment is the only set deadline, previous payment dates are flexible based upon your school calendar.

## **How can I obtain a transportation quote?**

We will be happy to provide a transportation quote as a courtesy to you. Please feel free to source out a transportation quote on your own, should your school have a preferred charter company or airline carrier.

## **What is the role of my EPT Tour Manager?**

The role of your EPT Tour Manager is to act as a liaison between the vendors, the office and your organization during your tour. The Tour Manager will check the group in for all activities coordinated through Educational Performance Tours and be there to assist you with any questions you may have throughout the duration of your tour. Think of the Tour Manager as a friend guiding you around their incredible city! The Tour Manager, however, cannot be responsible for being a "chaperone" for any students/children during your tour. You must provide your own chaperones and designate them in charge of your students as you see fit.

## **Your Thoughts? Your Dreams?**

In order for us to develop a tour packet that best suits you, we need your input! Through our unmatched resources in the performing arts community, we are confident we can accommodate you. If you dream it up, we can make it happen.

Designed to do just that - **GIVE BACK**  
to your Performing Arts Program

# GIVE BACK

## FIRST TIME TRAVELERS Donation Voucher

For first time EPT travelers, our Donation Voucher allows us to donate up to \$1,000 to your program after just your first tour. We invite you to take advantage of this innovative program by allowing us to privilege of proposing a customized performance tour package to the destination of your choice.



## RECURRING TRAVELERS Loyalty Program

Once you have completed your first Performance Tour with Educational Performance Tours, you are automatically enrolled in our progressive Loyalty Program as an **APPLAUSE** Loyalty Member, where you will accumulate points with each tour you book!

**Example:** 50 travelers x 3 nights x 1 point = 150

★ APPLAUSE 1st Completed Tour	1X the points
★ ENCORE 3rd Completed Tour	2X the points
★ STANDING OVATION 5th Completed Tour	3X the points

## Referral Program

Not traveling this year? You can still earn points! As a past traveler and Loyalty Program Member, take advantage of our Referral Program. For every group referred to EPT, you receive 100, 200, or 300 Points (depending on your Loyalty Member Level) when the referred group books their tour with Educational Performance Tours

[www.EPTNYC.org/Referral-Form](http://www.EPTNYC.org/Referral-Form)

**How will you choose to use your points? Every point you earn converts to \$1.**

What does your performing arts program need help with?

Your next performance tour? Your Spring, Seasonal, or Holiday Concert? Instrumental repairs?  
Perhaps NEW instruments, uniforms, or costumes?

*We are happy to help!*

*This offer is subject to the terms and conditions set forth by individual school districts.  
Please inquire with your school district for more information regarding the validity of Donations & Givebacks.*

# COMPANY POLICIES

## INSURANCE POLICY

Educational Performance Tours is an authorized representative of Travelex Insurance Services. Travelex Individual Trip Insurance is available at an additional fee. These policies are designed to offer your travel participants additional levels of insurance coverage for trip cancellation and/or trip interruption based on the type of policy your participants select.



PROFESSIONAL  
LIABILITY INSURANCE

## PAYMENT POLICY

Put the burden on us! Individual & Online Payment Options

- EPT will provide you with registration forms & instructions for parents to register their student.
- Parents can register online, or we can take care of registration for all participants!
- Parents will receive a unique log in via email.
- Parents will be able to log in to a secure online portal to pay by credit card (*Visa, MasterCard, Discover, American Express*) or check.
- Should there not be sufficient interest in the tour, you can cancel the trip without losing any money!
- You won't have to track down payments from students or parents, as they can log in any time and create their own personal payment schedule!

## CANCELLATION POLICY

In consideration of advance, non-refundable payments made by EPT to outside vendors, cancellations received from 90 to 45 days prior to your departure date will be charged a \$100 per person Operational Administrative Service fee. Cancellations received from 44 days or less to your departure date will receive no refund.

Let EPT be your Mark of Confidence! Should your tour be cancelled for reasons beyond your control, our Operations Team will work with vendors to ensure you get the highest refund possible!

Educational Performance Tours -  
Performing for You, Safely!

# HEALTH & SAFETY

**WE HAVE IMPLEMENTED THE FOLLOWING  
STEPS & PROCEDURES TO ENSURE YOUR  
HEALTH & SAFETY WHILE ON TOUR!**



## SAFETY

An Educational Performance Tours on-site Tour Manager is offered to every group.

Our EPT staff is available 24/7 to address any on-trip concerns.

Private night-time security is offered to every group.

All of our motor coach operators adhere to strict USDOT standards.

## HEALTH

Your Tour Director will review your itineraries to ensure vendors are meeting or exceeding CDC guidelines and local requirements. We will provide a safety briefing to your group's director, prior to departing, that will give a comprehensive overview of vendor protocols.

New health & safety training for all EPT Tour Directors and Tour Managers who are prepared with a detailed plan should a traveler show symptoms of COVID-19 while on their tour.

Let EPT be your Mark of Confidence as we continue to perform for you - now with your health and safety at the forefront. Should your tour be cancelled for reasons beyond your control, our Operations Team will work with vendors to ensure you get the highest refund possible.

We will provide you & your group with EPT Backpacks to keep any personal belongings you use to keep yourself safe & healthy! (*Face masks, hand sanitizer, tissues, wipes, etc...*)

# THIS IS NOT THE END . . . IT'S ONLY THE BEGINNING!

In order to develop a Tour Package that meets the needs of your group educationally, socially, and economically - we need **YOUR** input!

[www.EducationalPerformanceTours.org](http://www.EducationalPerformanceTours.org) • [info@EducationalPerformanceTours.org](mailto:info@EducationalPerformanceTours.org)

*If you dream it up . . .  
we can make it happen!*

