

**DIRECTOR'S GUIDE 2025**

# FORUM

*Music Festivals*

30<sup>th</sup>  
ANNIVERSARY



JOIN US FOR OUR  
**2025**  
FESTIVAL  
SEASON

**ADJUDICATED FESTIVALS  
FOR STUDENT MUSICIANS  
THROUGHOUT CALIFORNIA**

**1-888-76-FORUM (1-888-763-6786)**

**WWW.FORUMMUSICFESTIVALS.COM**

ANAHEIM | SAN FRANCISCO | LOS ANGELES | SAN DIEGO

## One-Day Festivals

Our one-day festival packages are budget-friendly, so all schools and ensembles can participate in an area festival.

***Every One-Day Forum Festival includes:***

- Performance in concert-quality theatre
- Recorded & written comments by leading adjudicators
- Motivating, fun awards ceremony at the venue
- Rated, non-competitive or “*comments only*” performance
- Customized plaque for each ensemble
- Recognition for student/section *from each ensemble*
- Admission to major theme parks & attractions
- Meal vouchers add-on option
- *Complimentary* theme park ticket for each director
- *Complimentary* recording of group’s performance
- Flexible payment policy
- Scholarship program for returning schools or directors
- Travel protection may be added for your group for a small additional fee

Festival dates and prices are posted on our website at [www.forummusicfestivals.com](http://www.forummusicfestivals.com).

Visit our [Festival Registration](#) page or call us directly at 1-888-76-FORUM to register for a one-day package.

## Custom Overnight Festivals

Our custom overnight packages are designed to reflect your tour goals and interests. We are committed to setting up an unforgettable trip for you!

### *Every Overnight Package includes:*

All performance options included in one-day package ***plus***

- Lodging at a quality hotel near the festival or attractions
- Breakfast at the hotel included in every package
- Attraction or theme park of your choice
- Complimentary theme park & lodging for each director
- 24-hour phone support during travel
- ***Your Trip Assistant*** automated text messaging system
- Travel protection available as optional add-on for all participants

### *Customize a package just for your group!*

Special activities to make the most of your experience.

- Additional hotel nights
- Attractions and cultural events
- Group meals
- Concerts & Shows
- Sightseeing & touring opportunities

Contact us today by phone or [website](#) for a no-obligation proposal before registering. To register, visit our [Festival](#)

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## *About Forum Music Festivals...*

**At Forum Music Festivals**, we're thrilled to be celebrating 30 years of adjudicated music festivals in 2025! We have welcome tens of thousands of students and their directors over the last three decades and look forward to working with YOU this year.

Founded by music educators, our focus is to support directors, encourage young musicians, and promote music standards.

Professional adjudicators offer constructive advice to enrich your students' musical education and reinforce your classroom teaching.

Forum Festivals offers an exceptional quality at an excellent value to both all-in-one-day and overnight student groups.

Your time is valuable. We know that you have many choices. We want your experience with Forum Festivals to exceed your expectations. Discover [\*Forum Music Festivals\*](#). We're dedicated to creating an amazing performing experience for your ensemble.

Here's to 30 years of making great music!

## **What activities may we choose?**

Our one-day and overnight packages can be fully customized. Select from these activities, or we can suggest other options. Contact us for pricing and availability.

### ***Anaheim/Los Angeles Area:***

- \* Disneyland Resort
- \* Knott's Berry Farm
- \* Universal Studios
- \* Six Flags Magic Mountain
- \* Medieval Times or Pirates Dinner Adventure
- \* Museums, Presidential Libraries & Science Centers
- \* Symphony or theatre tickets

### ***San Francisco Area:***

- \* California's Great America
- \* Six Flags Discovery Kingdom
- \* Santa Cruz Beach Boardwalk
- \* Museums & Science Centers including Exploratorium
- \* Golden Gate Park
- \* Bay Cruises or Alcatraz
- \* San Francisco Symphony or musical theatre tickets
- \* Step-on guides for personalized city tour

### ***San Diego Area:***

- \* SeaWorld San Diego
- \* San Diego Zoo or San Diego Safari Park
- \* USS Midway or Hornblower Cruise of the Bay
- \* Museums & Science Centers
- \* Historic Old Town San Diego
- \* San Diego Symphony or musical theatre tickets

## **Can you arrange other performances?**

**YES!** We have many different suggestions for groups to perform outside of the Festival, including theme park performances and workshops as well as public performances in well-trafficked venues. Contact us directly to explore ideas!

## **How may I stay up-to-date?**

We'd love to keep you posted on everything happening with Forum Music Festivals! Sign up for our monthly [e-newsletter](#) on our website, our mailing list, and follow us on [Facebook](#) and [Instagram](#).

Don't forget to tag us using [@forummusicfestivals](#) and [#2025FMF](#) and [#Forum30Years](#) and post your favorite Festival photos directly to our page!

***Fun and valuable promotions*** are offered via our e-newsletter and Facebook posts—don't miss out on the latest promo for your trip.

## **Where can I find festival dates & details?**

You'll find the latest information on our website. Festival dates, one-day pricing, and answers to the most commonly asked questions can be found at [forummusicfestivals.com](http://forummusicfestivals.com).

[\*Request a Quote\*](#) for an overnight trip on our website.

Additional helpful information is posted on our website as needed.

Of course, please don't hesitate to contact us by phone (1-888-763-6786) or email [office@forummusicfestivals.com](mailto:office@forummusicfestivals.com) at anytime.



## *Frequently Asked Questions*

### **What happens at the festival?**

Your day starts with a warm welcome at the check-in desk. Turn in your original conductor's scores for the adjudicators. A runner will guide your group to the warm-up room, then onstage for performance. The stage is pre-set according to your instructions.

Our announcer will introduce your group. Plan 2-3 pieces OR 12 to 15 minutes of music.

Two adjudicators will assess your ensemble's performance and provide recorded and written feedback. Part of the benefit of the festival is learning from other ensembles. Your students are encouraged to enjoy & support other festival performers.

Topping off the festival is an exciting *Awards Ceremony* held at the venue. Your students won't want to miss it!

Before you leave the festival, stop by the front desk for your scores, the judges' written comments, and theme park tickets. Judges' recordings will be air-dropped or emailed to you. You'll also receive a recording of your festival performance.

### **Where do we perform?**

Performing in a suitable venue enhances your performance. Festivals are held at well-equipped venues with lighting & sound systems - many are college theatres or recital halls.

### **Is there a dress code for performers?**

Informal attire is fine since groups enjoy an activity after the festival. Many groups wear concert attire, but it's not a factor in judging. No dressing rooms are provided at the venue.

### **Do I pick music from an approved list?**

No, but please select literature that showcases your ensemble's strengths. Adjudicators cite the most common error is music that's too challenging for the group. Performing difficult music poorly doesn't impress judges.

### **Do the judges need original scores?**

Yes, bring original scores for the judges. Copied scores are unacceptable unless accompanied by a publisher's letter.

### **How much music may we play?**

Choral ensembles have **20 minutes**; instrumental groups have **25 minutes**. This includes taking the stage, introductions, pausing between selections, and exiting.

Plan on 12 to 15 minutes of music, typically about 2 to 3 pieces per ensemble.

## **What equipment is supplied?**

We provide the following equipment at our festivals:

*(Other equipment may be available at individual venues. Please ask if you need anything other than what is listed below. No snares, cymbals, drum sets, or bass amps are available.)*

- Tympani
- Grand Piano
- Bass Drum
- Choral Risers
- Chimes
- Recorded accompaniment playback
- Xylophone
- P.A. System—up to 6 microphones

A stage set up form is emailed with your schedule. Return the completed form to us at least 2 weeks prior to the festival. Our stage crew will position your set-up for the performance!

## **When will we be scheduled to perform?**

Performances are scheduled approximately 4 to 6 weeks prior to the festival. Directors receive their performance schedule by email.

Directors ***must*** inform Forum Festivals 60 days prior of any transportation limits or other concerns that have an effect on your arrival at the festival . ***A cancellation fee*** will be assessed for any performing ensemble pulled from the festival after the schedule is distributed.

## **How are performing groups rated?**

Forum Music Festivals' *non-competitive, rated format* means that directors choose to perform for either a rating (*Gold, Silver, Bronze, Copper, Merit*) **OR** a “comments only” non-rated award—*Excellence in Performance*. **All** groups receive a plaque at the Awards Ceremony as well as adjudicators comments. Groups are not ranked.

Because our adjudicators hear many groups throughout the year, you may evaluate your group's rating with groups of similar grade levels from across the country.

## **Tell me about the Awards Ceremony...**

***Your students deserve a great awards ceremony!*** Our Award Ceremony celebrates your students' hard work and supports other performers. Awards typically last 15 minutes. Each ensemble receives a plaque plus a musicianship plaque to one student or section from each ensemble.

Awards are held at the festival venue. It's fun, positive, and motivational. Your group may enjoy the balance of the day with no interruption of your afternoon or evening.

## **Where will we get our theme park tickets?**

**One-day participants** receive theme park tickets at the front desk of the festival, not at the theme park. Directors may add or subtract tickets as needed for most attractions. Extra tickets issued to the director are billed after the festival. No tickets are accepted by mail for refund after the festival.

Finalize your participant count 3 weeks in advance. Student tickets may be returned to the festival for some attractions, but a credit or refund is only permitted for the ticket cost itself. No refunds for the festival portion when changes are made at the festival.

Theme park tickets for family members may be purchased with cash at the front desk, (other than Disney). Family members may watch performances at no fee. For groups going to the **Disneyland Resort**, your tickets were pre-ordered & are not eligible for return or refund, per [Disney policy](#).

**Knott's Berry Farm, Great America and Universal Studios will no longer be printing paper tickets**—please reference the [digital ticket policy](#) for each park.

**Overnight directors** receive all tickets in a packet shipped one week prior to the festival. Please mail the confirmation form before the trip so tickets will be activated.

## **Can a student use an annual pass?**

Students with annual passes should double check for any possible “black-out days.” A “festival only” fee is charged for those students, who may then use their passes for admission to the park. Other exceptions may apply depending on the theme park.

## **What about parking?**

Each individual festival venue, theme park and attraction has their own parking specifications. Please watch your performance schedule letter (emailed to you 4-6 weeks in advance) for specifics for your venues. Bus parking and private care parking will be explained in detail here.

Please be prepared with cash or card for potential parking fees. ***Parking fees and tolls are the responsibility of the group.*** Unless previously arranged with Forum Music Festivals, all fees must be paid directly to the venue. Check with your transportation provider as some may have special agreements with the venue for reduced or free admission.

## **What about gratuity?**

For overnight groups or groups with custom one-day packages, most gratuities are included in your package pricing. We typically leave gratuity for private tour guides, etc. up to the discretion of the group. Forum will inform you when gratuity is included and when it is up to your discretion. If you prefer to modify any standard gratuity that we include or have additional questions on what is included in your package and suggested gratuity amounts, please contact Forum.

## Digital Ticketing Policies

***Universal Studios has transitioned to digital theme park tickets.*** Tickets will be accessible via your mobile device with QR codes. Universal Studios will no longer be printing paper tickets.

- Make final changes to your Universal ticket count to Forum 10 days prior to your festival date.
- Digital tickets will be emailed to you the week of your festival date unless otherwise requested.
- Tickets will not be emailed until the final payment has been received by Forum.
- Tickets will be accessible on mobile devices.
- Once you have the tickets, you may print them on your own, if you prefer.
- Please note that meal vouchers will NOT be emailed and will be available for pick up at Will Call on the day of your visit.
- Directors will swipe through each unique QR code at the front gate for Universal Studios for entry to the park for all students and chaperones unless you have printed your tickets for individual distribution.
- Digital tickets MAY be refundable for a certain timeframe – please contact Forum directly to confirm if your tickets are eligible for refund
- Tickets should be good until the end of the year pending block out dates – contact Universal directly to check availability.
- Front desk staff at the festival will not have additional virtual tickets for you. No tickets will be available for purchase at the front desk.
- Festival staff will also not be able to help with technical issues – these issues must be addressed at the front gate with Universal Studios staff.

***Additional theme parks or attraction partners may transition to digital tickets at any time—Forum will work to keep you informed off all check in procedures as needed.***

## **Disneyland Resort Ticket Policies**

**\*Subject to change without notice\***

### **Tickets for all Disneyland Park or Disney California Adventure visitors require pre-arrival purchase.**

- Tickets cannot be added at the festival.
- Parents can't purchase tickets at the Disneyland front gate unless space is available over and above reservations, which is unlikely.

### **All Disney visitors require theme park reservations.**

- Purchasing a group ticket order by or before 60 days prior to the festival through Forum Festivals means your group will have a reservation to enjoy the park on a designated date.
- All tickets are date specific.
- Please notify us of the day (or first day) that you will use your Disneyland Resort tickets. We can't order your tickets without this information.

### **For Disney annual passholders in your group:**

- Students with annual passes are charged a "festival only" fee.
- Forum Festivals cannot secure a Disneyland Resort reservation for annual passholders.
- Your annual passholder student or chaperone must make their own reservation for the day the group visits the park. If the student fails to do so, plan for the student's pick-up at the festival.
- If your group is doing an Imagination Campus workshop or performance, a group ticket is required. No annual passes will be accepted by Disney for Imagination Campus events.



**Payment Schedule change:**

- Our One-Day Festival payment schedule allows groups to pay half of the total group participation due 60 days prior to the festival and the final half due 30 days prior to the festival. If Disney is your park choice, that payment schedule no longer applies.
- For one-day participants, to ensure reservations for your group, we must receive your ticket order with final count AND 100% payment 60 days prior to the festival date since Disney will not guarantee reservations for orders after this time.
- For overnight participants, we will review your payment schedule to ensure that your 90-day payment will cover the cost of your Disneyland Resort ticket as well as other deposits due for your trip. If your payment plan is revised to cover this earlier timeline, we will contact you. Your payment due dates must be met promptly so we may order your tickets.
- Plan ahead - adding Disney tickets after the 60-day period will be very difficult, if not impossible.

**Refund Details:**

- Disney tickets are non-refundable. Please do not turn in tickets at the festival.
- Any student drops at the festival front desk are not eligible for refund for any portion of the festival package.

**Park Hopper Policy:**

- If your group orders a Park Hopper ticket, please be aware of the Disneyland Resort policy:
- Guests must enter their “first park” if arriving PRIOR to 11 AM. You will not be able to “hop” until after 11 AM.
- The “first park” will be Disneyland Park unless you notify us of your preference before the tickets are ordered or if Disney requires that California Adventure is your “first park” due to reservation availability or Imagination Campus scheduling.
- If the group arrives AFTER 11 AM, you may enter either park first.

## Cedar Fair Ticket Policies

### Knott's Berry Farm and Great America Digital Tickets

Knott's Berry Farm and Great America have transitioned to digital theme park tickets. Tickets will be accessible via your mobile device with QR codes. *Knott's Berry Farm and Great America will no longer be printing paper tickets.*

- Make final changes to your Knott's/Great America ticket count to Forum 10 days prior to your festival date.
- Digital tickets will be emailed to you the week of your festival date unless otherwise requested
- Tickets will not be emailed until the final payment has been received by Forum.
- Tickets will be accessible on mobile devices.
- Once you have the tickets, you may print them on your own, if you prefer.
- Please note that admission tickets and any meal vouchers will be emailed in separate emails.
- Directors will swipe through each unique QR code at the front gate for Knott's Berry Farm/Great America for entry to the park for all students and chaperones unless you have printed your tickets for individual distribution.
- Digital tickets WILL NOT be refundable after they are emailed to you. Once digital tickets are in your possession, we cannot accept any returns. Tickets may be used through the end of 2024.
- Front desk staff at the festival will not have additional virtual tickets for you. A limited amount of printed tickets will be available at the front desk for purchase with cash.
- Festival staff will also not be able to help with technical issues – these issues must be addressed at the front gate with Knott's Berry Farm staff.

## **Knott's Berry Farm Chaperone Policy**

Knott's Berry Farm will maintain their chaperone policy moving into 2025. For the general public, this means that there must be one chaperone for every four minors under the age of 17. For our groups, that ratio will be based on one chaperone for every ten students under the age of 17.

To reassure the groups planning to perform at Forum Festivals followed by a visit to the park, please make note of the following information as you plan your spring program with us.

- You will be required to have 1 adult chaperone (18 years+) in your group for every 10 students.
- Each group leader must submit a list of chaperone names and cell phone numbers to Knott's Berry Farm before your visit. This form will be emailed to you closer to your festival date and will be return to Knott's Berry Farm directly.

Your group's safety and security are most important to us. As this policy may evolve over the coming months, we will keep you updated on those revisions.

Please feel free to contact us with any questions or concerns.

## **What about theatre etiquette?**

Preparing for a festival performance is a fabulous time to review basic etiquette for young musicians— both as performers AND audience members. Explain to your students that everyone has worked very hard to get to this event.

A good festival participant...

1. Visits the restroom before being seated.
2. Silences electronic devices before the performance. This means, don't use your phone during a performance.
3. Never texts during a performance
4. Does not talk during the performances.
5. Is kind to all performers, whether inside the theatre or outside. You are not rivals. You are supporters of every student's musical journey, regardless of their ages or abilities.
6. Absolutely does not eat or drink inside the theatre.
7. Keeps feet off on the back of seats.
8. Learns when to applaud (and when not to applaud.)
9. Understands that a festival is not a sporting event. Screaming, whistling, and shouting is unacceptable.
10. Never enters or exits the theatre while an ensemble is performing.
11. Remains seated during a group's entire performance.
12. Does not sing along during a performance (unless your choir is onstage performing).
13. Enjoys the performances!

## Theatre etiquette continued

### *Suggested Festival Etiquette for Directors*

Good concert/festival behavior is learned, and it is the director's responsibility to teach it.

A good teacher of festival etiquette...

1. Acts professionally as a model to students.
2. Includes expectations for chaperones as well as students.
3. Teaches students about when to applaud as audience members. (When the conductor's arms have come all the way down to his/her side).
4. Teaches stage deportment: Practice how to enter the stage and behave before the first downbeat.
5. Go quietly to their location.
6. No conversation at this time.
7. Look at the audience during applause.
8. Show respect and attention to the director.
9. Understands that a warm-up is not a rehearsal. Abide by the festival's schedule and leave warm-up and enter the stage on time. If onstage tuning is needed, keep it brief.
10. Times his/her music. By timing your music, you show consideration for the judges, the festival staff, and other schools who have time constraints with busing and other issues.
11. Acknowledges applause with a smile and a bow and an acknowledgement of his/her performers.
12. Has featured students or sections stand and face the audience during applause.
13. Utilizes positivity.
14. Uses the power of words to inspire students to perform their very best.

## *Overnight Package Details*

### **How do I budget the cost of a trip?**

Calculating trip costs should include lodging, meals, transportation, & activities. If you have a specific budget, let us know right away. We'll sketch out an itinerary to fit your group's interests & budget.

- **Plan early.** Students need time to meet fundraising goals. This yields a higher ratio of involvement. Start with a realistic number to avoid returning to students for additional funds. Building in a buffer gives you options — refund money, or plan a special meal or extra outing.
- **Create a timeline for collecting funds.** Consider holiday breaks and payment processing time. Give specific due dates for payments to coordinate with our payment schedule.
- **Transportation** is a large part of the travel budget. Determine these costs before giving a per person cost to students. Base these expenses on a realistic number of travelers so if there's a drop, your bus expense is covered. Other charges may apply—driver's rooms, parking or toll fees. We'll make it all clear to you from the get-go!

### **What about meals?**

Breakfast is included on all Forum Music Festival overnight trips. Theme park or restaurant meal vouchers may be added as well as group meals at student-friendly restaurants.

## **How many chaperones should we bring?**

Many groups recruit chaperones based on a 1 per 10 ratio. Check your district guidelines to verify requirements for chaperones, i.e. background checks, fingerprinting, etc. Be specific about your expectations before the trip. Although the trip is enjoyable, their job is to supervise students. Responsibilities can include bus counts, room checks, managing equipment, supervising behavior, or enforcing curfews. Chaperones often manage a preset student group.

## **Do I need a tour escort?**

Our itineraries are so thorough, you won't need a tour escort. However, a tour escort may ensure a seamless and worry-free trip for you! A tour escort can meet your group to handle itinerary details, as your budget allows. Let us know if you would like to build in the cost of a tour escort.

## **Your Trip Assistant – Automated Messaging System**

*Your Trip Assistant* is a convenient and completely customized alert system for directors of overnight groups! This complimentary automated text messaging system allows Forum Festivals to text reminders to you throughout your trip. No need for an onsite tour escort - receive reminders via text before your first warm-up time, prompting upcoming bus loading, theatre or concert start times, restaurant reservations and addresses, and more!

Director must opt in to *Your Trip Assistant*. Text messages apply only to your trip. Standard text messaging rates may apply – contact your carrier for details.

### **Do you offer scholarships?**

**YES!** Forum Music Festivals offers one student scholarship for returning schools or directors for each consecutive year of participation up to five years or 10% off total student balance, whichever is less. Scholarships apply to one-day and overnight packages (hotel, festival, breakfast, theme park) and are available to school groups that book directly with Forum Music Festivals, not through outside tour operators or travel planners.

### **Can you arrange our lodging?**

**YES!** Hotel accommodations are reserved at hotels near your activities. When selecting a hotel for your group, safety and security are of the highest importance. Groups are only lodged at quality hotels with interior corridors. Rooms are requested on the second floor or higher. We do not book student groups in rooms with outdoor access.

Our relationship with hotels helps keep your trip within budget. Any specific requests you provide to us is shared with the hotel.

### **How many are assigned to each room?**

Students usually stay 4 or 5 to a room. Chaperones usually stay 2 to a room. Packages include a complimentary room for each director.

Pricing listed on your itinerary is a per person price based on quad (4/room) or quint (5/suite), triple, double, or single occupancy package with lodging, breakfast, & activities.



## **Can the hotel keep our group together?**

Your group's room block is based on your rooming list.

Chaperone rooms are blocked between student rooms. Directors often request boys' and girls' rooms be on different floors. We'll communicate your requests to the hotel.

## **How do I submit my rooming list?**

After registering, you'll receive an email giving you access to our online rooming list form with your due date indicated. Complete the form for all travelers (students, adults, drivers).

We need your rooming list at least 75 days prior to your trip. Certain hotels require earlier due dates, but our staff will advise you if this applies to your trip.

## **Can I make changes to my rooming list?**

Changes occur in student travel, so we're as flexible as possible. Additions are allowed through Forum, based on hotel availability. After submitting your rooming list, you may change the rooming list *one time at no additional fee*. After that, a charge for each subsequent revision applies. No changes to the rooming list are allowed after the 30-day deadline. Please see our cancellation policy for more details.

## **Can you arrange other trip activities?**

**Absolutely!** We arrange everything from theatre, symphony tickets to bowling parties, museums, sightseeing tours, clinics, workshops, and everything in between.

## **What about ground transportation?**

Our relationship with reputable bus companies yields competitive rates and *you save money!* Upon request, we'll provide a no-obligation quote based on your itinerary. Here's a couple of tips:

- Let's order buses as soon as you have a confirmed date. We'll get a clear picture of costs upfront so you have an accurate quote. A deposit will be required to hold your bus.
- The Department of Transportation determines rules about off-duty hours for drivers. **Safety is top priority.** Drive time limits are key when planning your return trip.
- Traffic jams, bathroom breaks, & surprises happen. Our itineraries provide drivers with precise destinations. We confirm it all so you don't have to!

## **Do we need transportation from hotel to festival to park?**

*Yes*, festivals are about 20 minutes from the hotel or park. Ask about hotel shuttles & more options. Our resources keep costs down.

## **Can you book the bus drivers' lodging?**

*Yes*, we'll book a hotel room for your drivers whether or not we have arranged your charter bus transportation. Driver's rooms must be on the rooming list. Most charter bus companies require a paid day sleeping room for each driver if the group requires transportation at night. Charges for bus driver's rooms vary. This information will be listed on your itinerary - no surprises!

## *Forum Bus Policy*

- While uninterrupted travel during the late night and early morning is not prohibited by law, we recognize that night-time driving can contribute to drowsiness in the driver. We strongly encourage groups to plan alternate itineraries to avoid a late evening departure. ***For that reason, trips will no longer be booked by Forum Music Festivals that require drivers to drive between the hours of 2:00 AM and 4:00 AM. Drivers must be off the clock during these middle of the night hours.***
- Seat belts will be requested and provided unless otherwise notified.
  - *Please know California law now requires seat belts be worn in buses equipped with them.*
- If a district has a list of pre-qualified charter bus companies, we will confer with our client and double check the charter company's safety record so we may abide by the district's guidelines.

### **Federal Regulations mandate that...**

- Motorcoach drivers cannot drive more than 10 hours in a 24 hour period.
- Motorcoach drivers may not drive after having been on duty for 15 hours.
- Motorcoach drivers must have at least 8 hours off before their next shift can start (some bus companies may require more).
- Motorcoach drivers may not drive after 60 hours on duty over seven days or after 70 hours on duty over eight days.
- Driver hours are now tracked using electronic logging devices.

**California regulations mandate that...**

- Charter buses and drivers who transport California students must complete SPAB certification. SPAB stands for School Pupil Activity Bus and is certified through the California Highway Patrol (CHP) .
- Effective July 2018, California State Law SB20 requires that both drivers and passengers wear seat belts. Parents, guardians or chartering companies are being held responsible for making sure children 16 and under are buckled up. ANY charter bus manufactured with seat belts traveling through the state of California, regardless of where they originated, must comply with this law. Directors and chaperones must ensure all students are wearing seatbelts. Fines will be written for offenders.

We believe this new policy will enhance the experience for groups who trust us with selecting and planning their charter bus transportation. If you have any questions or concerns, please don't hesitate to contact us at [office@forummusicfestivals.com](mailto:office@forummusicfestivals.com).

## *Financial Considerations*

### **What is the payment schedule?**

Forum Music Festivals will reserve a spot in the performance schedule based on receipt of registration fees. All fees must be paid in full before the festival. Delinquent schools will be removed from schedule. Pay by credit card on our website or submit a check to Forum Music Festivals.

#### **One-Day Packages Payment Schedule:**

Payments after the registration fee are divided into two due dates: 60 days prior to festival and 30 days prior to festival. Directors should update student and chaperone numbers **no later than 10 days prior** to the festival. New invoices will not be issued after that time.

\*Please see [Disneyland Resort Ticket Policy](#) and [Digital Ticket Policy](#) for packages that include Disney, Universal, Knott's or Great America tickets

#### **Overnight Packages Payment Schedule:**

Payment schedules can sometimes be customized to meet the needs of your fundraising activities.

- 30 Days after Registration –
  - Registration fee & hotel deposit due.
  - Motor coach deposit, if applicable.
- 90 Days before First Date of Travel –
  - 50% estimated balance due.
- 60 Days before First Date of Travel –
  - 25% estimated balance due.
- 30 Days before First Date of Travel –
  - Final balance based on final Rooming List.
  - Final motor coach balance due. Scholarships and discounts deducted from this invoice.

## **Additional Financial Details**

**Registration after 90 days:** Late registrations after 90 days prior to your festival are welcome, space permitting. All payment due dates will be adjusted accordingly.

**Payment Details:** The registration fee does *not* apply toward trip balances. Invoices will be emailed to the director prior to each due date. Notify Forum Music Festivals of changes in student numbers, travel date, or rooming list changes. Forum Music Festivals accepts district purchase orders, but **all fees must be paid in full prior to the trip.** Students with theme park passes are charged a “festival only” fee for performing in the festival.

\*Please note the separate requirements for packages that include [Disneyland Resort tickets](#) or [Digital Ticket Policy](#) for Universal Studios, Knott's, Great America.

## **Additional Overnight Details**

Schools must submit an accurate rooming list 75 days before the festival date so we can forward a final invoice to you at 60 days, payment due 30 days before the trip. Most hotels require a room list 30-60 days before the travel date or the reservation may be dropped. Some hotels have earlier due dates, but we will advise the director, as needed.

Directors may make **one change at no charge** after the rooming list is submitted. After that, a fee is charged for added changes. Rooming list changes are not accepted within 30 days prior to the trip. Pricing is subject to hotel availability at the time the group approves the trip which may affect per person pricing from the initial proposal.

## Important Dates for Overnight Trips:

<ul style="list-style-type: none"><li>• <b>30 Days after Registration:</b><ul style="list-style-type: none"><li>• Hotel &amp; Bus deposits due.</li><li>• Return Liability Release (sent via DocuSign)</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>90 Days prior to first date of travel:</b><ul style="list-style-type: none"><li>• Payment #1 (50% of balance) due</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>75 days prior to festival:</b><ul style="list-style-type: none"><li>• Submit final rooming list online.</li><li>• Send list of names/emails for DocuSign releases</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>4-6 weeks prior to festival:</b><ul style="list-style-type: none"><li>• Final performance schedule released</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>60 days prior to first date of travel:</b><ul style="list-style-type: none"><li>• Payment #2 (25% of balance) due</li><li>• Finalize all individual travel protection purchases—this must be purchased prior to participants making their final payment</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>30 days prior to festival:</b><ul style="list-style-type: none"><li>• Participant Release forms due for ALL participants (sent via DocuSign)</li><li>• Set-up sheets and director comments due (sent with final performance schedule)</li><li>• Final payment due (based on rooming list)</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>3 weeks prior to travel:</b><ul style="list-style-type: none"><li>• Itinerary finalized</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>1 week prior to travel:</b><ul style="list-style-type: none"><li>• Pre-trip package shipped to school with tickets, itinerary, and helpful information</li></ul></li></ul>
<ul style="list-style-type: none"><li>• <b>Note:</b> Airfare will be billed separately based on carrier due dates and requirements</li></ul>

## Travel Insurance

Forum Festivals highly encourages participants to purchase travel insurance. We offer travel protection as a separate add on for individuals to purchase at their discretion through TravMark.

You will share this [Activity Coverage link](#) with your students/parents and they can individually decide whether they want to add protection or not to their trip. For any questions regarding the policy, please contact TravMark toll free at 1-877-500-1556 or email them at [info@travmark.com](mailto:info@travmark.com).

***Student pricing on Activity Insurance for California residents is competitively priced with available Cancel For Any Reason (when conditions are met, including insuring 75% of all trip costs), please use the [Activity Insurance link](#) to confirm pricing.***

***Activity Insurance allows you to cancel your Program for any reason provided you purchase this plan within 21 days of the date your initial payment or deposit for your program is received and you cancel your program up to 2 (two) days before your scheduled Departure Date of your program.***

Our [cancellation policy](#) will remain in effect but travel insurance may protect your investment outside these parameters.



## **Covid-19 Safety Policies**

All destinations and suppliers have their own rules related to COVID-19. For example, you may be required to quarantine upon arrival in some locations. Some locations may require masks or social distancing, or they may require you to provide proof of vaccination or negative testing. While Forum Music Festivals will try to assist you in understanding these requirements, you are responsible for understanding these requirements and must not rely on any representations made by Forum Music Festivals. Should you be denied entry to any destination or attraction, Forum Music Festivals will not be responsible for any such denial, or any cost associated therewith.

All medical costs associated with a COVID-19 infection during the trip are the responsibility of each individual traveler.

## We want to participate! How do I register?

### *Registering your group is easy!*

You may...

- **Register at our website:**  
[www.forummusicfestivals.com](http://www.forummusicfestivals.com). Our website walks you through the registration process. Create a new online account or access your current account.
- **Give us a call (1-888-763-6786).**  
We'll answer your questions and register your group over the phone.

**Remember**—registration is confirmed once registration fees are paid.

[Complete your registration](#) and your ensemble has a tentative spot in the festival line-up. A \$120 non-refundable registration fee confirms the date for one or two performing groups. Entries are scheduled on a first come basis upon receipt of the registration fee. Additional ensembles over two from the same director are registered on a space-available basis at a \$120 registration fee for each ensemble.

Schools attending on two different dates are required to register for each date and the registration fee is required for both dates. At the time of registration, please note any information that will affect your arrival at the festival.

## Professional Affiliations

### Affiliations

American Choral Directors Association (ACDA)

American String Teachers Association (ASTA)

Disney Youth Travel Planner Symposium

2018 Recipient of the Disney Youth programs

*You've Got a Friend in Me* award

National Association for Music Education (NAfME)

Student & Youth Travel Association (SYTA)

*A Proud Member of the*



American String Teachers Association



**National Association  
for Music Education**

Proud Corporate Member



**SYTA**

The Voice of Student & Youth Travel®

## What is your cancellation policy?

Registration fees are *non-refundable*. Theatre tickets are *non-refundable*. Bus, hotel deposits, and some activities or meal vouchers may not be refundable. Please contact FMF directly for nonrefundable specifics of your package.

Cancellation requests, signed by a school official, must be emailed or mailed to our office. The postmarked date and time reflected on the email will be used as the cancellation date. Please allow 30 days after the festival for refunds.

Festival registration fees for both one-day and overnight packages are considered non-refundable and do not apply towards festival balances.

***Cancelled one-day packages*** are subject to the following refund policy:

For packages cancelled 45 days or less prior to the festival date, a time slot has been reserved for your ensemble in the schedule and no refunds will be processed after that time.

Once the performance schedule has been released (approximately 4-6 weeks prior to the festival), a \$250 cancellation fee will apply when directors remove an individual performing ensemble from the schedule, but do not cancel the group in its entirety. We are happy to add your additional ensemble as space permits, but directors must inform us when an ensemble will not perform prior to the release of the schedule so other schools may participate.

***Cancelled overnight packages*** (including the hotel deposit) are subject to the following refund policy (applies whether entire group cancels or individual cancellations):

Prior to 60 days before first day of travel:	Full refund minus registration fee or any non-refundable deposits (theatre, bus, hotel, etc.).
45-59 days prior to first day of travel:	\$50 per person fee will be assessed. All other payments will be refunded unless designated as non-refundable deposits.
45 days or less prior to first day of travel:	No refunds approved for group cancellations. No refunds approved for individual cancellations 30 days or less prior. Participants unable to travel may be replaced by another traveler but a \$50 change fee may be assessed. Please contact FMF for options.

\*Please note separate [Disneyland Resort Ticketing Policy](#)

***A Note on Attrition:***

We understand changes occur in student travel. We accommodate changes to your package to the best of our ability. Pricing is based on current availability, fees & taxes based on the total number of participants (students, chaperones, & educators). If that number changes, we may re-price your package to adjust prorated costs, etc. Please note that if the package is re-priced due to attrition, it will likely increase the per person price by just a few dollars.



# WHY FORUM MUSIC FESTIVALS?

A STUDENT MUSIC FESTIVAL DESIGNED BY  
AND FOR MUSIC EDUCATORS

IMPECCABLE SERVICE – OUR FRIENDLY STAFF OF CERTIFIED STUDENT  
TRAVEL PLANNERS WILL MAKE YOUR TRIP SUCCESSFUL,  
UPBEAT, AND SMOOTH!

ANY ENSEMBLE - ANY GENRE - ANY SIZE!

RESPECTED, SPECIALIZED ADJUDICATORS WITH CONSTRUCTIVE  
FEEDBACK TO GROW YOUR PROGRAM.

EXCELLENT VALUE WITH FLEXIBLE PAYMENT SCHEDULES  
TO COORDINATE WITH YOUR FUNDRAISING.

YOUR TRIP ASSISTANT TEXT MESSAGE SYSTEM TO KEEP YOUR  
DAY-OF DETAILS ORGANIZED

AWARDS CEREMONY AT THE FESTIVAL HIGHLIGHTING OUTSTANDING  
MUSICIANSHIP AND MOTIVATION.

ATTRACTION OR ACTIVITY OF YOUR CHOICE!

**ABOUT US:** Forum Music Festivals has held a standard of musical excellence for three decades. We combine nationally accepted music standards with encouragement and fun to inspire and motivate students from beginners to advanced musicians.

Sign up for our e-newsletter at [forummusicfestivals.com](http://forummusicfestivals.com) for the latest information.



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National Association  
for Music Education

Proud Corporate Member



A Proud Member of the

AMERICAN  
CHORAL  
DIRECTORS  
ASSOCIATION