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### About this adventure

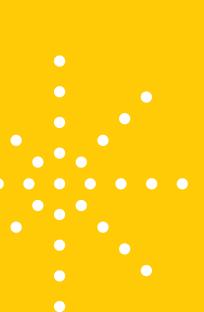
Innovation Drama Academy will embark on its next big adventure. This time to London's exciting West End! The tour will not only take in the full scope of the best musical theatre London's West End has to offer, but will also visit some of the most iconic places and even Shakespeare's Globe! PLUS as an extra special surprise the adventure will conclude with a quick jaunt across the English channel to Paris where we will spend time at Disneyland Paris! IDA students will also come together with young people from all over the world and perform at Europe's largest festival celebrating the talents and achievements of young people at the Junior Theatre Festival Europe.

### **About Travel Gang**

Our vision is to change the world by innovating creative international experiences that allow young people to develop new ways of thinking. At Travel Gang we love to learn, we love to travel and we love to have fun! We design, customise, organise and conduct group adventures that and programs maximise learning and career development outcomes.

Travel Gang is unlike any other tour operator. We are professionals within the performing arts industry (directors, producers, actors and writers) who also happen to organise the highest quality performing arts tours for students all over the world.

INNOVATION DRAMA



### **Checklist!**

- ✓ Read this entire tour handbook
- Double check the spelling of your name matches your passport on our flight confirmation page.
- ✓ Acquire listed uniform items for students
- ✓ Get some UK cash
- ✓ Notify your bank of overseas travel
- Ensure your phone will work overseas
- ✓ Flu Shot/ COVID Shot (optional)
- ✓ Ensure you have your Travel Insurance
- Complete the Temporary Guardian Form (only students travelling without their parent)

### **Passports**

Don't forget to bring your passport. You will not be able to travel without it.

If you have updated your passport, please ensure that you have provided Travel Gang with a copy.

### **Entry Requirements**

Providing students are not bringing any prohibited items into England, we don't foresee any complications on entry.

UNITED KINGDOM - There are currently no requirements for American Citizens to hold a visa to enter the UK.

FRANCE (Europe) - Your passport must be valid for at least six months at the time of your entry



Students travelling without their parents are required to complete the following form which assigns temporary guardianship for the duration of the tour. This means we can be with students if they are held at customs or in a medical emergency.

#### Please follow these instructions:

- Please download and complete the below "TEMPORARY GUARDIAN FORM" below.
- If there is an adult on the tour that you already know, please list them as your temporary guardian (talk to them first).
- Mrs Burrows can be your temporary quardian.
- Email a copy to hello@travelgang.com.au
- Bring a printed copy of this with your passport while travelling.

**TEMPORARY GUARDIAN FORM** 

**CLICK TO DOWNLOAD** 

### **Luggage on Tour**

Strict Luggage Dimensions apply to each person on this tour due to the storage limitations of the motor-coach. Please ensure that you source one large sized check-in bag and a regular carry-on backpack according to the image below.

The carry-on bag should be a backpack that will be used throughout the tour on day trips. For students, this should be your team backpack. For chaperones, this should be a regular bag (not a roller bag).

At the hotels, tour members are expected to take their own luggage to their rooms.



You will receive your official Travel Gang luggage tag when you arrive at the airport. This should be secured to the **TOP** of your suitcase so we can easily identify all luggage belonging to the group. Simply fold the tag into it's own loop (do not tie a knot as it will come undone).









# In-Flight

It is a good idea to bring a ziplock bag for the plane, which has these items in it. Keep this bag in the seat pocket in front of you so you don't need to keep getting up and down during the flight. You should also use this bag to ensure your phone, passport and boarding pass don't get left behind (keep everything in this bag).



### **Communication on Tour**

### **Breakfast Toolbox Meeting**

Each morning at breakfast, we provide essential communication. These are mandatory so please be on time even if you don't want to eat breakfast.

#### **Announcements & Tour Updates**

We post announcements and updates using the <u>Facebook group</u> for the tour. Please join this group and ensure your notifications are switched on.



Innovation Drama Academy - Perform UK May 2024





#### Reaching out to our Tour Guide

The best way to contact our guide is via Facebook messenger or WhatsApp. Below are the phone numbers that you can use to contact us using WhatsApp.

Nicole George - +61 408 291 826

You can also contact Shane or Mike if you need any help:

Shane Bransdon - +61 410 444 056 Mike King - +61 401 072 714

If you type these numbers into WhatsApp, you will be able to message and call our guides.

# What to pack?

#### **DON'T FORGET YOUR PASSPORT**

#### **CLOTHES**

- 2 pairs of comfortable shoes (wear one pair and pack the other pair in your suitcase)
- Team Tour Jacket
- Black joggers or leggings
- Black socks that cover your ankles
- Black jazz shoes
- 4 casual tops
- 2 pairs of long pants
- Underwear and socks (lots)
- Dress-up attire for the West End Show

#### **MISCELLANEOUS**

- Hand Sanitiser
- Poncho or Raincoat
- Mobile phone/ charger
- Sunglasses
- Plastic bags/zip lock bags
- Pens and writing materials
- UK power adaptor
- USB charger cable (some hotels have USB ports)
- A small amount of UK cash (eg. \$300)
- Travel cards or debit card (don't forget to notify your bank that you are travelling via their app).

#### **CARRY ON**

- Passport
- Pen (to complete necessary forms)
- Candy for the plane to help ear equalisation
- You may decide to buy 'ear planes' which reduce discomfort during take-off.
- Any medications (eg Asthma inhaler)
- Printed medical plan
- Neck pillow (small)
- One change of clothes and your sweater.

#### **TOILETRIES (TSA Travel Size)**

- Toiletry bag
- Toothpaste, toothbrush, deodorant
- Hair/ skin care products
- Handkerchiefs/tissues
- Lip balm
- Dramamine/medications

TIP: Travel Gang will provide you with a special luggage tag so we can identify your bag easily. It is essential that you use this and include your name and your home address. Our unique tags are our identifier that your luggage belongs to our group and also to make it easier to spot.





### **Our Hotels**

### London, England Strand Palace Hotel

372 Strand, London WC2R OJJ, United Kingdom

Phone: +44 20 7379 4737

### Birmingham, England Hyatt Regency Birmingham

2 Bridge St, Birmingham B1 2JZ, United Kingdom

Phone: +44 121 643 1234

### Paris, France Grand Magic Hotel

20 Av. de la Fosse des Pressoirs, 77700 Magny-le-Hongre,

France

Phone: +33 163 63 3737

### **Rooming List**

ROOM 1 - Ava Klein, Debra Byrd

ROOM 2 - Nicole Greorge, Bridget Burrows

ROOM 3 - Chase Bowen, \*room near Bridget Burrows

ROOM 4 - Jacqueline Kavege, Brielle Kavege

ROOM 5 - Cherie Cassells, Mylee Cassells, Andrea Mejia\*

ROOM 6 - Janell Adams, Jae Adams

ROOM 7 - Amanda Harvey, Cadance Harvey

ROOM 8 - Robin Burrows, Emma Burrows

<sup>\*</sup> Rooms with three tour members will most likely be configured as a queen bed and a pull-out.

### Flight Confirmations

#### **IMPORTANT INFORMATION:**

- Please check that the spelling of your first and last names match your passport for each airline.
- It is your responsibility to notify Travel Gang by May 3, 2024 if your name is incorrect please notify us by email; <a href="mailto:hello@travelgang.com.au">hello@travelgang.com.au</a>
- Note: Hyphens and Apostrophes are not used in the ticketing system.
- You do NOT need to check-in online for your flights. The group will check-in together at the airport.

### **American Airlines booking reference: AEOEOX**



- ADAMS/JAE PARKER 001-7032808384
- ADAMS/JANELL LEIGH 001-7032808385
- BOWEN/CHASE EDWARD 001-7032808386
- BURROWS/BRIDGET COLLEEN 001-7032808387
- BURROWS/EMMA GRACE 001-7032808388
- BURROWS/ROBIN ANN 001-7032808389
- BYRD/DEBRA KOMST 001-7032808390
- CASSELLS/CHERIE MARIE 001-7032808391

- CASSELLS/MYLEE ROSE 001-7032808392
- HARVEY/CADANCE RYAN 001-7032808393
- HARVEY/REIDA AMANDA 001-7032808394
- KAVEGE/BRIELLE CORINNE ABLAVI 001-7032808395
- KAVEGE/JACQUELINE ANNETTE TYSON 001-7032808396
- KLEIN/AVA ELIZABETH 001-7032808397
- MEJIA/ANDREA ANA 001-7032808398

### **Lufthansa Airlines booking reference: NIQE2V**



- ADAMS/JAE PARKER 220-7032808399
- ADAMS/JANELL LEIGH 220-7032808400
- BOWEN/CHASE EDWARD 220-7032808401
- BURROWS/BRIDGET COLLEEN 220-7032808402
- BURROWS/EMMA GRACE 220-7032808403
- BURROWS/ROBIN ANN 220-7032808404
- BYRD/DEBRA KOMST 220-7032808405
- CASSELLS/CHERIE MARIE 220-7032808406

- CASSELLS/MYLEE ROSE 220-7032808407
- HARVEY/CADANCE RYAN 220-7032808408
- HARVEY/REIDA AMANDA 220-7032808409
- KAVEGE/BRIELLE CORINNE ABLAVI 220-7032808410
- KAVEGE/JACQUELINE ANNETTE TYSON 220-7032808411
- KLEIN/AVA ELIZABETH 220-7032808412
- MEJIA/ANDREA ANA 220-7032808413

#### **SEATING**

Travel Gang have requested families be seated together on the plane. The seating is allocated by the airline. They usually give us a large block of seats at the back of the aircraft.

### **Travel Insurance**

You are required to source your own Travel Insurance Policy and notify us of your insurance policy details so that we can assist if medical treatment is required. There are many companies that offer travel insurance. You should make sure your travel insurance covers all medical expenses for injury or illness (including COVID), as well as theft of valuables, damage to baggage and cancellations or interruptions to flight plans. Accidents can happen to anyone, and medical costs overseas can reach hundreds of thousands of dollars. American citizens have faced financial hardship to cover these costs when things go wrong.

Travellers without travel insurance are personally liable for covering any medical and associated costs they incur.

### **Tour Leaders**



**Bridget Burrows** 



**Nicole George** 

## **Travel Members**

Ava Klein



**Andrea Mejia** 

### **On Tour**

#### ARRIVAL AT CHARLOTTE ONAL AIRPORTL AIRPORT

Please meet at the American Airlines desk at 3:15pm and then stay with the group ALL the way through the airport. Please ensure you have your passports on hand. It's a good idea to make sure you have this ready before you leave home.

Everyone should wear comfortable, *loose fitting clothing* for travel. For people that have medical conditions relating to their circulation or blood, please ask your doctor whether medical compression tights should be worn while flying.

Please note- If you are not at the airport to meet us and miss the first flight, the airline automatically cancels your return flight. Allow extra time to ensure you are there!

#### **CUSTOMS & IMMIGRATION**

When meeting at all security gates and departure lounges your Tour Leaders will inform you of the relevant forms that need to be completed when boarding the plane and during arrival procedures. Some of the forms you may need to complete include an arrival card and a customs declaration card. You will need to have your passport available for immigration and customs officers. Please be aware that customs procedures are very strict. You must declare any food items, animal products and wooden/plant products. Penalties also apply for exceeding duty free limits.

#### **DOCUMENTATION & MEDICATION**

Don't pack your travel documents and passport in your luggage, rather take it with you in your carry on bag. Remember to pack more than enough of any medication you might need and ensure that any prescription medication has your name printed on it by the drug store.

#### **IN FLIGHT**

The airlines give us a big block of seats. You will be allocated a seat within this group. Seat assignment is done by the airline, not by Travel Gang.

Use lip balm frequently and re-hydrate often with water. Cover yourself with a warm blanket or sweater when sleeping. Walk around and complete in-seat stretches often. Force yourself to sleep otherwise you may be disorientated over the next 2 days.

#### **BUDDY SYSTEM**

It is expected that all tour members (students and chaperones) be in the company of another tour member at all times. With particular concern to public places such as museums, toilets, shopping centres, airports to name a few.

#### **HOTEL BEHAVIOUR**

- Always be aware of individual hotel rules posted in each room.
- Students are not permitted to leave the confines of the hotel without their chaperone.
- Make note of the room numbers of the Tour Leaders at each hotel.
- Tour members are not to change rooms.
- Number of persons per room is dictated by hotel policy.
- Do not congregate/hang out in hotel corridors.
- Students are not permitted to invite any non-tour members to their room.
- Students are not to leave their room after the advised curfew time.
- Always secure luggage and valuables safely when not in your room.
- Punctuality at meeting times and meeting points is imperative in order to make transfers and flights. Return your key on check out.
- Travel Gang will not under any circumstances be responsible for hotel expenses (room service, in-house movies, laundry etc.) incurred by any tour member.
- In-house hotel expenses must be paid for well before check-out in order to meet transfers/flights etc. it is recommended you do this the night before check-out.

#### **IF YOU ARE LOST**

In the event you become separated from the main group please follow these steps:

- 1. Contact the Tour Leader immediately via WhatsApp or Facebook Messenger.
- 2. Try and contact another tour member.
- 3. Make your way to the assigned meeting point/area and wait for the group to return.
- 4. Call the hotel and give your whereabouts.
- 5. Ask staff at a nearby shop, restaurant, café etc. for assistance and ask them to contact your hotel.

DO NOT: Wait on the street; accept a lift from anyone or catch a taxi cab without a chaperone.

#### **SAFETY AND WELFARE**

Tour member's safety is of the utmost importance to Travel Gang. See below advice and tips about safety and welfare whilst on tour:

- Stay with your group at all times.
- Be sure to always confirm the arranged meeting times and meeting points.
- Do not make it obvious that you are carrying money, credit cards and other valuables.
- Any individual who places themselves, other tour members, or the tour at risk will be excluded from continuing the tour at the sole discretion of Travel Gang.
- Always carry some form of identification.
- Always carry your phone so you can contact the Tour Leaders if needed.
- Always be ON TIME. If you are late, the group will leave and an (unhappy) chaperone will have to wait behind for you. Students who are late may be disciplined by the teachers. This could involve missing out on fun tour activities.
- Always carry a small amount of cash. Some places (especially markets) are cash only.
- Respect the laws of the county we are visiting. Drug activity, shop lifting, physical violence, vandalism, and verbal abuse are illegal. NOTE: Marijuana/ Cannabis is illegal in the UK.
- Cross roads only at traffic lights.

If you are unsure about anything or anyone always talk with your Tour Leaders.

#### **CODE OF CONDUCT**

The Travel Gang code of conduct is outlined in the "Terms and Conditions" that you agreed to upon application for this tour. Please refer to this for specific details and policies. Throughout the tour it is a Travel Gang policy for all tour members to strive to promote harmony and good will. Travelling as a group, as opposed to travelling independently, carries with it not just responsibility for yourself but for all other members of your group. Here are our top 4 things to keep in mind:

- 1. Treat all tour members respectfully and courteously.
- 2. Value other tour member's personal property and need for privacy and personal space.
- 3. Bullying and harassment within the tour in any form will not be tolerated under any circumstances.
- 4. All Travel Gang adventures are drug free for all travellers, this includes the use of marijuana.

#### **MOBILE PHONE USE**

Ensure that you have arranged for global roaming (including data) switched on for your device. This typically comes at a cost of \$10 per day depending on your phone plan. It also provides data with a limit so take care to monitor your data usage. It is better to share photos and videos when using the hotel WiFi.

#### **KEEP CALM**

We are all going to have so much fun on this tour. If you're a regular traveller, you will know that sometimes plans need to change for many reasons. You are being looked after by the awesome Travel Gang tour guides so there will be nothing to worry about. Just go with the flow and let us solve any issues that pop up along the way. Your flexibility is appreciated.

When you are travelling so close to people for such a long time, there will be times when you just want your own space. If that happens to you, we recommend you put your earphones in and listen to some music for a while. If you see someone else having some 'earphone time', give them a few moments to themselves unless your message is truly important.

#### **SPENDING MONEY**

Please budget your money carefully to ensure that you have enough for meals throughout the trip. Around \$60 USD per day should be budgeted for your meals and snacks.

While it is not recommended for anyone to carry large amounts of cash, avoid letting yourself fall short of money as ATMs are often difficult to locate. We strongly advise against using credit cards when buying from small street merchants. Please note that each participant is responsible for managing their own money while on tour.

### **LOOKING AFTER YOUR THINGS**

Tour participants are responsible for looking after their own belongings while on tour. It is not possible for us to return to a tour venue so take care not to leave items (like phones/cameras) behind.

#### **MEALS IN FLIGHT**

If you indicated that you have dietary requirements, we have emailed you with special meal options to choose from. As ask that you reply to that email with your special meal request no later than April 30.

NOTE: Airlines are notoriously bad at catering for dietary requests. We advise you check with the flight attendant that your meal is appropriate for your dietary requirements. We recommend you bring snacks as a back-up to ensure you don't go hungry.

#### **DOCTORS**

In case of sickness, advise one of the Travel Gang staff, who can then take you to a doctor or the hospital. You will be responsible for paying the doctor and making any claims back via your travel insurance if it is an eligible claim for the policy you purchased.

### **PHARMACIES / DRUG STORES**

If you require any medication while you are away, even basic headache or pain relief, please advise one of the Travel Gang staff and we will support you to get what you need.

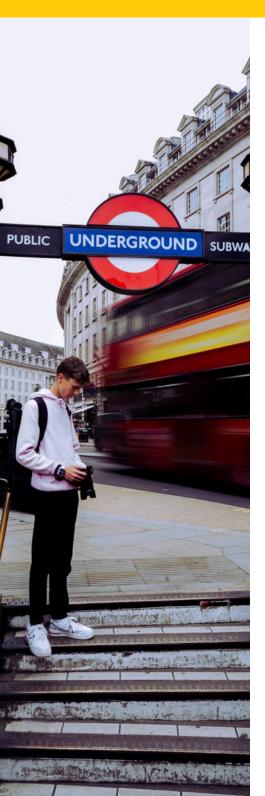
#### **ROOM CHARGES**

Please take care not to charge anything to your room at any of the hotels. This includes restaurant service, room service, movies etc. In order to speed up the check-in process, we use the Travel Gang credit card against all rooms. If you do charge to the room, you will need to reimburse Travel Gang.

Note: If Travel Gang is charged for any room incidentals, we will charge you an additional admin fee when we recoup the money from you. Please avoid this.



# **Adventure Itinerary**



### TOUR DAY 1: FRI 05/17/2024

3:15PM Group assembles at Charlotte Douglas International Airport

Luggage Tag Distribution / Mark Roll Group Photograph

3:30PM Group Check-in

Passport Check

Collect Boarding Pass/ Luggage Tag

Weigh/ Drop Luggage

\*ensure your passport and medication is with your carry-on backpack.

4:15PM Say goodbye

Dispose of any liquids you have on your person.

Proceed through departure customs/ security

\* Meet as a group on the other side of the security for instructions on the gate location

5:30PM Meet at the boarding gate

\* Check the airport screens to ensure gate number hasn't changed.

Use restroom prior to boarding

5:45PM Approximate boarding time

6:30PM American Airlines Flight AA730 Departure.





### TOUR DAY 2: SAT 05/18/2024

07:30AM Arrive Heathrow International Airport (LHR)

\* leave any fresh food you have on the plane
Proceed through immigration
Collect Luggage from Carousel
Proceed through customs
Use restroom before boarding the motor-coach
Meet tour leader Nicole at airport

08:15AM Load luggage onto Motor-coach

Depart airport for London City

10:15AM Drop Off at Shakespeare's Globe Theatre

10:30AM Acting Workshops (Students)

Tate Modern Museum (Chaperones)

12:00PM Collect Students, Group walk to Borough Markets
Lunch & Souvenir shopping (own cost)

02:00PM Pick-Up from Borough Markets

05:20PM Hyatt Regency Birmingham (Final destination)

06:30PM Group walk to local dining area Dinner (own cost)





### TOUR DAY 3: SUN 05/19/2024

6:45AM Breakfast Buffet at Hotel

8:15AM Registration Open Registration

8:30AM Hall 1 Opens

9:00AM Kick Off Hall 1

9:45AM Watch Stagecoach Banbury & Brackley Adjudication Hall 9

10:10AM Warm Up Hall 10B

10:35AM Innovation Drama Academy Adjudication: Hall 9

11:00AM Post-adjudication Discussion Hall 10A

**11:25AM BREAK** 

11:50AM Watch Adjudications Hall 9

1:05PM LUNCH

2:15PM Hall 1 Opens

2:30PM New Works Showcase Hall 1

3:15PM WORKSHOP: Acting Exec Room 1

4:00PM WORKSHOP: Choreography Hall 10

4:45PM WORKSHOP: Singing Hall 8A

5:30PM BREAK

5:45PM Hall 1 Opens

6:00PM Awards Ceremony Hall 1

7:00PM END - Dinner at dining area (own cost)





### TOUR DAY 4: MON 05/20/2024

8:30AM Breakfast Buffet at Hotel

9:45AM Hotel Check-out

\*check you have your passport packed and return your hotel keys to a Tour Leader.

10:00AM Motorcoach Departs for London (2hrs30min)

1:00PM Store Luggage at Strand Palace Hotel

Lunch near Covent Garden area (own cost)

Walking Tour of London

**Buckingham Palace** 

St James Park

Westminster Abbey

Big Ben / Parliament House

South Bank

4:30PM Hotel Check-in Strand Palace Hotel

\* Collect your luggage from storage.

5:45PM Depart Hotel

6:00PM Dinner in Seven Dials Market (own cost)

7:00PM Walk to Dominion Theatre

7:30PM Sister Act The Musical

10:00PM Walk back to Hotel

### **Proposed Itinerary continued**



### TOUR DAY 5: TUE 05/21/2024

8:30AM Breakfast Buffet at Hotel

11:45AM Meet at Hotel Lobby

11:30PM Motorcoach Departs

1:00PM Lunch at Harry Potter Food Hall (own cost)
Souvenir Shopping before you enter?

2:15PM Explore Warner Bros Harry Potters Studio

5:00PM Motorcoach Departs (don't be late)

6:30PM Motorcoach Drops off near Cambridge Theatre

7:00PM Matilda the Musical

9:30PM Walk back to Hotel

### TOUR DAY 6: WED 05/22/2024

Transfer to Eurostar at St Pancras International Station.

Travel to Paris Gare du Nord Station.

Coach transfer to sightseeing destinations.

06:00AM Motorcoach to St Pancras Train Station

06:30AM Customs & Check-in

Breakfast at Train Station (own cost)

07:15AM Board Train (Train Number 9008)

08:00AM EuroStar Train Departs

11:30AM Arrives in Paris

12:00PM Motorcoach Departs for Paris Sightseeing

#### PARIS SIGHTSEEING MAY INCLUDE:

- Eiffel Tower (group photo)
- Champs-Élysées
- Arc de Triomphe
- · View of Louvre Museum.

Coach transfer to Grand Magic Hotel near Disneyland Paris Shuttle to Disney Village.

### **Proposed Itinerary continued**



### TOUR DAY 7: THU 05/23/2024

07:00AM Quick Breakfast at Hotel

07:30AM Students Shuttle or Uber to Disneyland

08:30AM Parents Shuttle to Disneyland

Full Leisure Day Disneyland Paris + Disney Workshop

Enjoy!!

### TOUR DAY 8: FRI 05/24/2024

05:00AM Check-out of Hotel

Collect breakfast box

Motorcoach Pickup

06:00AM Arrival at Paris Charles de Gaulle Airport (CDG)

Check-in

Clear Security

09:00AM Lufthansa Airlines Flight 2227 Paris to Munich 01:05PM Lufthansa Airlines Flight 428 Munich to Charlotte 04:35PM Arrival at Charlotte International Airport Adventure ends.



# Adventure Pledge

As a member of the Innovation Drama Tour, I hereby pledge that I,
Will bring my fun pants. □
I'll participate and have fun, even if its raining. □
Will be supportive of my fellow Gang members. □
Will be a good team player and remember at all times that I am part of a group and am responsible for contributing to this group positively even when I am totally jet-lagged and feeling very cranky.   □
Will help unload suitcases (not just my own) off the coach. □
Will travel with an open mind and always be ready to learn, grow, listen and be inspired. □
Will remember to thank my parents who have very generously afforded me this once in a lifetime opportunity. □
Please tick the boxes above and sign here:
(signature) (date)



We are looking forward to traveling with you

# Bon Voyage!

\*\*\*Any costs and figures included in this proposal are estimates only and subject to change as affected by currency exchange rates, tour group numbers and availability of ground tour components. All tour participants must have agreed to the Travel Gang terms and conditions, which outlines minimum health requirements for tour participation. All activities and ground tour components are subject to change based on supplier availability and Travel Gang reserves the right to make amendments as needed. All information in this Adventure Handbook has been provided in good faith at the time of publication and is subject to change before date of departure and during the adventure itself due to, but not limited to, supplier availability, weather conditions, unexpected closures and unforeseen circumstances.