



Pana CUSD#8 Bands

PERFORMING ARTS DIVISION

November 16, 2016

Mr. Clint Foor and the Pana Community School Board
Pana Community Schools
14 E Main St.
Pana, IL 62557

Mr. Clint Foor and Pana School Board:

The Pana High School Marching Band has been nominated to march in the 2017 National Independence Day Parade in Washington D.C. For the parade, the students in the high school band will march down Constitution Avenue along the National Mall on July 4, 2017, to perform for a crowd of hundreds of thousands of people from all over the world. An estimated forty bands apply or are nominated by congressmen from all over the nation to march in the national parade every year. The National Parade committee chooses finalists based upon video recordings of the band, recommendations, director interviews, past accomplishments, and geographic location.

The trip is obviously a huge honor for the students, the high school, and the entire Pana community. We are currently preparing itineraries and payment plans for the trip and ask for your review and approval of the materials.

The proposed itinerary will have students departing from Pana on July 2, 2017 and returning on July 5. Students would sightsee for three days along with participating in the Fourth of July celebrations at the US Capitol. A sample of the itinerary is included with this board proposal. The proposal also includes payment, chaperone, and fundraising information.

As we all know, we have amazing students with tremendous talents here in Pana, and it is my focus and commitment to make sure we continue to develop and showcase these students in all they continue to be!

Thank you for consideration of this proposal and for your support of the Pana Bands!

Sincerely,

Theresa Steiner
Instrumental Music Teacher



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Trip Objectives

The trip to Washington D.C. will serve many educational purposes for our students, the school district, and the overall community. By participating in the event, students will learn about the nation's rich history through guest speakers, historical lessons, and first-hand interactions with items and locations unique to our Nation's history. Students have already and will continue to have guest lecturers speak to them about the Nation's history. Congressman Rodney Davis has given the band a lesson on the meaning of the parade as well as the great events that have taken place in the nation's capitol. Students will also have guest clinicians work with them during the Spring semester to prepare them for the parade while giving education lessons on military band history. In addition to marching in the parade, the students will also enjoy three days sightseeing in D.C. Students will participate in the special U.S. Military Wreath Laying Ceremony at the Tomb of the Unknown Soldier. Students will also take evening tours of the Jefferson, Lincoln, Korean, Franklin Delano Roosevelt and Vietnam Memorials and sightsee at the Smithsonian. After marching in the parade on the Fourth, the group will attend "A Capitol Fourth" celebration on the Capitol Lawn.

In addition to the student educational benefits that will come from this trip, we think that both the Pana Band Program and community will be served in our students' participation. Marching in the national parade will be the most high-profile appearance for the band, and one of the great ways to promote Pana High School. Furthermore, the trip has helped strengthen the already great relationship that Pana High School has with many of the community organizations. Students have been working closely with businesses for the sponsorship campaign, and many community organizations have supported the band. The band also will be honoring the strong veteran groups within the community by marching in the Fourth of July parade. Although the students benefit the most from the trip, we think the community will benefit as well because of the ties formed with the students marching and representing Pana.

Itinerary

Please see attached paperwork for the itinerary. The itinerary is subject to change based upon availability of Capitol Tours arranged by Congressman Rodney Davis's office. However, the general plan for arrival and departure will remain the same.

Along with marching in the National Parade, one highlight in the itinerary is participating in the special U.S. Military Wreath Laying Ceremony at the Tomb of the Unknown at Arlington National Cemetery. One of our Pana High School Band students will be able to personally present a wreath on behalf of Pana High School during the formal ceremony.

Trip Cost and Payment Plan

The trip will cost a total of \$41,508 based upon the current proposal. This cost will be split between both the students and the band as a whole. Students will be expected to pay \$250 out of pocket (or through individual fundraisers listed below). This will total \$12,500 of the payment. The other \$28,408 will be fundraised through the Music Boosters as well as the students in a collective effort. The Music Boosters and students will partner in various fundraisers to receive almost \$30,000 in



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funds. If the band raises over the necessary \$30,000, then the cost will be deducted from the student payments. The band also will be purchasing a new banner for the parade, which will cost approximately \$300.

Payment Date	Per Student Cost	Band Cost	Total Payment
11-Oct-16		\$1500 deposit for band	\$1,500
6-Dec-16	\$100 (student cost)	0	5,600
15-Jan-17		6026	6026
15-Feb-17	\$100 (student cost)	3035	8035
15-Apr-17		10044	10044
15-May-17	\$50 (student cost)	8403	10303
Totals	\$12,500 (\$250/student)	\$28,408	\$41,508

Fundraising

The Music Boosters and volunteer members of the Pana High School staff collaborated to form a campaign to raise \$40,000 for the trip. It is our goal that students will need to pay \$250 from their own fundraising efforts or from their own fund. The other \$700 per student will be fundraised through the “Panthers on the Prowl to D.C.” campaign.

Students have already successfully raised over \$12,000 as of November 16, 2016 through the “Panthers on the Prowl to D.C.” campaign. This is a general fund that will pay for the entire student group going on the trip. In addition to the general donations, students are contacting many local businesses in Pana and surrounding communities.

The music boosters have already planned additional fundraisers for the campaign. These fundraisers include but are not limited to a variety of events for the band:

- Meat raffle
- Locked and Loaded Gift Card Raffle
- Take and Bake Pizzas
- Christmas Store
- Pana High School t-shirt fundraiser

Students have been able to raise money for their personal accounts through the annual fruit fundraiser. Students individually on average raised \$143 towards their account, which would cover for most students their first out-of-pocket payments. Students will have additional opportunities in the Spring to raise money for their payments in March and May.



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Trip Chaperones

We will also have two district administrators and three staff members as chaperones. Ms. Gayle McRoberts will be traveling with the band to address any concerns that arise. Mr. Heath Strom and Mrs. Heather Strom will be driving the trailer to D.C. Finally, Mrs. Anna Patton and Ms. Theresa Steiner will be traveling with the band as chaperones for the event.

At this point in time, we have no room on the bus for additional parent chaperones assuming all students are traveling with us. We have exactly 55 seats available on the bus. 52 students will be traveling with us along with three adults on the bus. If any seats are available, the band will be bringing the two volunteer nurses on the bus. The band will be creating a lottery waitlist for additional parents who want to chaperone the band if seats become available.

Student Safety

Student safety is our greatest priority for the trip. Two nurses, Kelly and Sue Walter (mother and grandmother of Alex and Kodi Wallis), have volunteered to travel with the band. They will be driving behind the bus or with the trailer drivers. We have multiple students with Type 1 Diabetes and others with specific allergies. The nurses will be able to attend to the specific concerns with these students as well as any other issues that arise on the trip. Although they will be driving separately, they will be staying in the hotel and traveling to destinations with the group.

We will also have a nighttime security guard for the hotel stay. This will ensure that students are safely in their rooms and that students are protected throughout their overnight. In addition to our own safety measures, the Capital and Fourth of July Parade will have their own security measures to ensure safety in the public events.

Additional Rehearsals

Students will need to prepare early in the summer prior to band camp for the parade. Students will rehearse on Tuesday and Thursday evenings between May 16-June 1. Students will also have a marching mini-camp tentatively scheduled on May 20. A mini half-day band camp is tentatively scheduled from June 5-9 depending on the last days of school. Students will continue to rehearse for the parade on Tuesday and Thursday evenings throughout the month of June. Because of the additional summer rehearsals, students will have a shortened week of band camp in August (half days in the mornings).

Pana High School Panther Marching Band

National *Independence Day* Parade™

a division of Diversified Events, L.L.C.

July 1-5, 2017 (3 nights / 4 days + travel)

Day 1 Saturday, July 1, 2017

10:00pm Depart Pana via deluxe motorcoach

Day 2 Sunday, July 2

(D)

12:00pm Arrive in Washington, DC
Meet your Tour Manager, who will escort you through the duration of your activities
Spend the afternoon at the American and Natural History Smithsonian Museums
Check into the hotel
Dinner at a local restaurant
Evening walking tour of the Jefferson, Lincoln, Korean, Franklin Delano Roosevelt, Martin Luther King and Vietnam Memorials

9:30pm Return to the hotel for overnight

Day 3 Monday, July 3

(B,L,D)

Breakfast at the hotel

8:30am Load motorcoach and depart for sightseeing
Site-seeing to include Ford's Theater and the Peterson House
Box lunch included
Visit Mount Vernon and Old Towne Alexandria
Dinner at a local restaurant
Evening tour of Jefferson and Iwo Jima Memorials

9:30pm Return to the hotel for overnight

Day 4 Tuesday, July 4 – Independence Day

(B,L,D)

Breakfast at the hotel
Departure time will depend on scheduled arrival time at staging area
Transfer to parade staging area on the National Mall

12:00pm Participate in the National Independence Day Parade on historic Constitution Avenue

Following the parade, bands are escorted to waiting motorcoaches where box lunch is provided
Transfer to the hotel to change and relax (*optional*)
Afternoon, depending on schedule, sightseeing continues and may include one of the Smithsonian Institution Museums



National Independence Day Parade™

a division of Diversified Events, L.L.C.

website: www.july4thparade.com email: info@july4thparade.com phone: 800.395.2036

- Dinner at a local restaurant
- 8:00pm Attend "A Capitol Fourth" celebration on the Capitol Lawn, featuring the National Symphony concert and invited guest artists (seating is not reserved but on a first-come first-serve basis), followed by grand finale fireworks
- 10:30pm Return to the hotel for overnight

Day 5 Wednesday, July 5 (B)

- Breakfast at the hotel
- 8:30am Morning check-out and board motorcoach
Sightseeing
- 12:45pm Check-in at the Tomb Guard Quarters, located at the Memorial Amphitheater, for the wreath laying
- 1:15pm Tour of Arlington National Cemetery and participate in the special U.S. Military Wreath Laying Ceremony at the Tomb of the Unknown
- 5:00pm Depart Washington, DC for home
All meals on own, en route

Day 6 Wednesday, July 6

Arrive home in Pana

***This is a very flexible itinerary.** Except for confirmed appointments, the places of interest and the sequence of sightseeing might be changed if necessary or desirable. In the event of an unavoidable conflict the parade schedule will prevail, and it may be necessary to exclude some sightseeing activities.*



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website: www.july4thparade.com email: info@july4thparade.com phone: 800.395.2036

INVOICE

National Independence Day Parade

1440 S. Priest Drive, Suite 102, Tempe, AZ 85281-6954
 (480) 894-3330 (800) 395- 2036 Fax (480) 894-5137

Pana High School Panther Marching Band
Theresa Steiner, Director
 201 W 8th Street
 Pana IL 62557

Update: 08-Nov-16
Account: 17200DCP
 Destination: National Independence Da
 Tour Dates Description: July 1-6, 2017
 3 Nights/4 Days
 Operations Agent: Alyssa

Participants	Rooms	Number of Participants in each Room Configuration	Contract Cost Per Person	TOTAL
Performers: 50	Quads: 12	Quads: 48	\$755.00 *	\$36,240.00
Others: 3	Triples: 1	Triples: 3	\$786.00 *	\$2,358.00
Directors: 1	Doubles: 1	Doubles: 2	\$848.00 *	\$1,696.00
	Singles: 1	Singles: 1	\$1,038.00 *	\$1,038.00
Total: 54 (including free members)	Total: 15			

Invoice Details			
Description & Notes	Qty	Each	Total
TOUR COSTS (Based on: 52 paying passengers per motorcoach)	54		\$41,332.00
FREE TRIPS	2	\$848.00	(\$1,696.00)
ADJUSTMENTS * Adjustment Charges are Charges and Credits ABOVE AND BEYOND the Contract Cost per Person. They are applied to Specific Individuals or the group. They are NOT INCLUDED in the above Contract Cost Per Person.		Detail on Following Page(s)	\$1,872.00
TOTAL COSTS Actual price will be based on final roomlist configuration.			\$41,508.00
TOTAL PAYMENTS			(\$1,500.00)
BALANCE			\$40,008.00

tsteiner@panaschools.com Please write your Account Number on all checks

Group Payment Schedule

\$ 100	per person	06-Dec-16
15%	\$6,226	15-Jan-17
20%	\$8,302	15-Feb-17
25%	\$10,377	15-Apr-17
Final Payment		15-May-17

Late Payments are Subject to a Late Fee of 1.5% of the Unpaid Balance per Month.

Group and/or Individual Cancellation Penalty Schedule

\$ 1500	11-Oct-16	
\$ 100	per person	06-Dec-16
10%	per person	15-Feb-17
25%	per person	15-Mar-17
50%	per person	01-May-17
100%	per person	20-May-17

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Pana High School Panther Marching Band
Theresa Steiner, Director
201 W 8th Street
Pana IL 62557

Update: 08-Nov-16
Account: 17200DCP
Destination: National Independence Da
Tour Dates Description: July 1-6, 2017
3 Nights/4 Days
Operations Agent: Alyssa

DOCUMENTS AND ITINERARIES WILL BE SENT UPON RECEIPT OF FINAL PAYMENT

Payments			
Date	Description	Reference	Amount
11-Oct-16	Deposit	7228	\$1,500.00
PAYMENT TOTALS			\$1,500.00

Adjustments		
Date	Description	Amount
08-Nov-16	Hotel Security - 1 guard per night	\$792.00
07-Nov-16	7/3 Box Lunch @ \$10pp	\$540.00
28-Oct-16	Long Distance Driver Tips Included @\$10pp	\$540.00
ADJUSTMENT TOTALS		\$1,872.00

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Update: 08-Nov-16
Account: 17200DCP
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Please include this form with your payment.

Please Remit Payment to:

National Independence Day Parade
1440 S. Priest Drive, Suite 102
Tempe, AZ 85281-6954

Amount Enclosed:

\$ _____

Check #:

Date Remitted:

___/___/___