

Brecksville-Broadview Heights City Schools
Application to the Board of Education
Proposal for Overnight/Out of State Trip

Please submit application to the building Principal/Athletic Director for initial approval before submission to the Board of Education.

Please provide all of the following information:

Group or Organization: BBHHS Orchestra

Staff Member in Charge/Position: Steven Cocchiola

Name of Event: BBHHS Orchestra NYC Trip

Destination: New York City, New York

Departure/Arrival Information:

Leave School Date: 3/23/27 Time: 6:30 am

Return to School Date: 3/26/27 Time: 9:00 pm

Date by which response is needed: January 15th, 2026

Trip Expenses:

1. Transportation:

Mode of Transportation:

School Bus Number of Buses: _____

School Van Number of Vans: _____

Other Transportation -

a. Name of Company: Gateway Music Festivals and Tours

b. Does the carrier have liability insurance? Yes No

c. What kind of liability insurance? All coverage up to \$2 million

d. Are turnpike fees included? Yes No

Total Cost of Transportation: _____

2. Lodging Information:

a. Name: Hotel Edison

b. Address: 228 W 47th St., New York, NY 10036

c. Lodging Contact Name(s): Margie Riley

d. Lodging Phone Number(s): (212) 840-5000

Total Cost of Lodging: _____

3. Meals (List all meals included in the trip. Please note how many meals will be participants' responsibility).
 Three breakfasts at the hotel

Three dinners in NYC

Total Cost of Meals: _____

4. Are there any supplementary activities? Are entry fees required?

Tickets to a broadway show

One World Observatory

New York Philharmonic Rehearsal

Two performances at churches

Total Cost of Activities: _____

Calculation of Event Expenses:

Transportation: Charter Bus (Barron Bus) _____

Lodging: 3 nights _____

Food: 3 breakfast and 3 dinners _____

Event Fees: Broadway tickets, workshop fee, church fee _____

Other: 11,200 (company fee, tips, tolls) _____

Total: \$1,400 per quad _____

Additional Information:

1. What Arrangements have been made for administering necessary medications to students while on this trip?

I will take the training needed and also work with the BBHCSd health staff to see if we can get someone to travel with us.

We will also have some parent chaperones who are registered nurses/EMT who are traveling with us (if needed to be used).

2. What arrangements have been made for dealing with emergency situations? Who will be responsible for all medical information sheets? How will the forms be stored and transported?

All of the protocols will be the same as the past. We have used a district employee who has been approved by the high school leadership as well as district leadership to be responsible for the paperwork, distributing medication at the hotel and on the bus, and for the returning of medication upon arrival from the trip back to BBHHS.

3. If tour guides are involved, what liability insurance do they carry?

Gateway has the insurance information. They are fully covered. Our rep is Margie Riley at 1-800-331-8579

4. How is the trip related to the educational program of the District?

The trip is an extension of the BBHHS Orchestra experience by performing in NYC during Holy Week. This can be seen by numerous people from around the world. It will be an opportunity to showcase the musical talents of the members of the orchestra into a unique and special set of performances.

5. In what ways will the students benefit? How will the District benefit?

The District has the opportunity to allow our students to build to their portrait of a graduate/Attribute of a Bee with real world application of this directive in an impact way outside of BBHCS. To perform in New York City during Holy Week and on Good Friday is something that cannot be taught in a classroom.

6. How will the trip be evaluated to determine the extent to which these benefits were realized?

We will have a post trip form for the high school students to fill out to gain a sense of their experience. This will allow us to use data for future trips. The musical portion will be evaluated by the staff and also feedback from the director and other musicians (workshop) in NYC.

7. How many students in total? 65 students with a goal of 80 Travelers

8. Are any students experiencing academic problems? What previous experience has the staff member had in conducting overnight or extended field trips? What other staff members will be going?

Since this trip is in a future school year, there are no problems to list. I have been in the district since the 2005-2006 school year and this would be my 13 th trip in the district (8 with the orchestra & choir, 3 with the band, 1 as a department) with all of the trips being out of the state of Ohio.

9. How many chaperones, in addition to staff members, will be going? What are their names and affiliations with the students?

Names of the Chaperones have not been determined yet, but there will be one chaperone per 4-8 kids.

10. Will school days be missed? If so, how many? How will teachers be advised in advance that the students will be out of school? How will missed work be made up? What special assistance will be provided to students with academic problems?

We would miss three days of school right before Spring Break. Students will have the opportunity to use class time prior to departure to work on assignments and projects. Missed assignments can also be made up when we return.

11. Estimated cost to organization and how is this trip funded? How are the funds collected and safeguarded? How will any shortfall be made up or excess funds used?

There is no cost to the organization, so the trip is fully funded by the families. We will provide some fundraising opportunities to help. We will also have some money set aside to help families who are in need.

Date of Submission to Principal/Athletic Director:

12-15-25

Signature of Principal/Athletic Director indicating endorsement:



Approved by Superintendent

Date

Date Approved by Board of Education



Brecksville-Broadview Heights High School Orchestra Performance Tour of New York City March 23 – 26, 2027

Proposed Itinerary

Day One – Wednesday, March 23, 2027

Depart Depart Brecksville/Broadview Heights High School this morning to begin your journey to New York City. (Approximate drive time is 7 hours without stops, 452 miles.)

Arrival Welcome to New York City! Your Gateway Tour Manager will greet you upon arrival.

Brooklyn Bridge After the long drive, get off the motorcoach and walk on the Brooklyn Bridge. The bridge is one of the oldest suspension bridges in the United States. Completed in 1883, it connects the boroughs of Manhattan and Brooklyn by spanning the East River.

One World Observatory Board one of five dedicated elevators and ascend to the 102nd floor of the observatory in under 60 seconds, with 360-degree views in all directions, taking in the iconic sights, surrounding waters and panoramic views of the city and beyond. The Main Observatory also features the Sky Portal, where you will step onto a 14-foot-wide circular disc with an unforgettable view, using real-time, high-definition footage of the streets below.

Shopping or Exploring Enjoy free time to shop around Chinatown and Little Italy.

Dinner Puglia's in Little Italy or similar

Hotel Your Gateway Tour Manager will assist with hotel check-in.



Day Two – Thursday, March 24, 2027

Breakfast	Included
Brookfield Place	Lunch is on your own at NYC's best destination for shopping, dining, cultural events and art exhibits in downtown Manhattan. It is located in the Battery Park City neighborhood and overlooks the Hudson River.
9/11 Memorial	Visit the site of the September 11, 2001 terrorist attacks on the United States. The names of the nearly 3,000 victims of the September 11, 2001 and February 26, 1993 terrorist attacks are inscribed on bronze panels lining the two pools. Waterfalls cascade down all four sides of each pool, creating a special place for remembrance and reflection. The surrounding plaza is filled with oak trees and a Callery pear known as the Survivor Tree, which was nursed back to health after surviving the 9/11 attacks.
9/11 Museum	The Memorial Museum, located at the World Trade Center site, bears solemn witness to the terrorist attacks of September 11, 2001 and February 26, 1993. The museum honors the victims of these attacks and all who risked their lives to save others.
♪ Broadway Imagine Instrumental Experience	Experience the musicianship of Broadway in this 90-minute instrumental workshop. Your orchestra will sight-read a piece of music provided under the guidance of a qualified music director and explore the melodies that define the world of Broadway. You can enhance your workshop by adding a Broadway vocalist to sing along and infuse the session with their remarkable talent and artistry (extra fee). <i>(Staff and students only – chaperones may enjoy free time during the 90-minute session.)</i>
Times Square	Experience the vibrant energy of New York City in its most electrifying form, right in the heart of Times Square! Picture this: towering billboards flashing with colors, larger than life advertisements capturing your gaze, and an endless array of shops tempting you with treasures. And if that's not enough, just around the corner lies the renowned Broadway theater district, where the magic of live performance awaits to transport you to another world.
Dinner	Hard Rock Cafe or similar
Broadway Show	Attend a Broadway show. From musicals and comedies to dramas and mysteries, Broadway has a show for everyone and no tour to New York City would be complete without it (based on a \$120.00 ticket value).



Day Three – Friday, March 25, 2027

Breakfast Included

**New York
Philharmonic
Rehearsal**

Attend a rehearsal for the New York Philharmonic, one of the oldest and most prestigious orchestras in the world (subject to availability and acceptance).

Liberty Cruise Board a Circle Line boat for a cruise along the Hudson River. See some of the most magnificent landmarks of New York's skyline as well as the Statue of Liberty, Ellis Island, One World Trade Center, Empire State Building, Pier 54 (Titanic Pier) Battery Park and more.

**♪ Public
Performance**

A public performance will be scheduled at The Cathedral Church of St. John the Divine (subject to availability and acceptance).

Public performances occur in spaces or locations that attract the general public. Indoor venues may include museums, aquariums, and shopping centers. Outdoor venues may include bandstands, park gazebos, courtyards, monuments, town squares and theme parks. Gateway obtains advance authorization and secures a performance time. Typical lengths range from 30-60 minutes. Audiences are ambient, comprised of people visiting the site.

Central Park Take a walk to Central Park and see many of the popular sights on your own, such as Strawberry Fields, the statue of the famous sled dog Balto, the many bridges, and scenic ponds, or take a horse carriage tour through the park (carriage fee not included).

Dinner Dallas Barbeque or similar

Day Four – Saturday, March 26, 2027

Breakfast Included

Check Out Your Gateway Tour Manager will assist with check out logistics.

**♪ Public
Performance**

A public performance will be scheduled at Our Lady of Grace Church in Hoboken (subject to availability and acceptance).

Depart Board motorcoaches and travel to Ohio.

Arrive Arrive back at Brecksville/Broadview Heights High School later this evening.

This is a sample itinerary and is subject to change. Performance venues may be subject to availability and/or acceptance.



Brecksville-Broadview Heights High School Orchestra

Steven Cocchiola, Orchestra Director

Performance Tour of New York City

March 23 – 26, 2027

Inclusions

November 10, 2025

Transportation

- Round-trip deluxe motorcoach transportation between Brecksville and New York City
- Motorcoach drivers' hotel accommodations and gratuities

Accommodations & Meals

- Accommodations at the Hotel Edison (or similar) – 3 nights
- Breakfasts – 3
- Dinners – 3
 - Hard Rock Cafe or similar
 - Dallas Barbeque or similar
 - Puglia's Little Italy or similar

Performances

- Church recitals – 2
 - The Cathedral Church of St. John the Divine (subject to availability and acceptance)
 - Our Lady of Grace Church (subject to availability and acceptance)
- Broadway Imagine Instrumental Experience
 - Experience the musicianship of Broadway in this 90-minute instrumental workshop. Your orchestra will sight-read a piece of music provided under the guidance of a qualified music director and explore the melodies that define the world of Broadway. We've enhanced your workshop by adding a Broadway vocalist to sing along and infuse the session with their remarkable talent and artistry

Sightseeing & Activities

- Brooklyn Bridge
- One World Observatory
- Free time in Chinatown and Little Italy
- Liberty Cruise
- Brookfield Place
- 9/11 Memorial
- 9/11 Museum
- Times Square
- Broadway show (based on a \$120.00 ticket value)
- New York Philharmonic rehearsal (subject to availability and acceptance)
- Central Park



Additional Inclusions

- Services of a Gateway Tour Manager throughout your tour upon arrival in New York City
- Three free trips, based on single occupancy rate
- Porterage of luggage at hotels
- All taxes and gratuities on inclusive services with the exception of your Gateway Tour Manager
- Professional Liability Insurance carried by Gateway Music Festivals & Tours, Inc.
- "My Gateway" online passenger registration program
- "My Gateway" individual payment processing (optional)

Non-Inclusions

- Individual Travel Insurance **
- Storage facilities at your hotel
- Instrument or equipment rental
- Gratuities to the Gateway Tour Manager
- Increases in fuel surcharges



Price

Price based on 50 passengers traveling (47 paying, 3 free based on single occupancy)

Price per person (1 motorcoach – 55 pax)

	Four per room	Three per room	Two per room	One per room
Total Tour Price	\$1,415.00	\$1,528.00	\$1,756.00	\$2,437.00

Price based on 80 passengers traveling (77 paying, 3 free based on single occupancy)

Price per person (2 motorcoaches – 111 pax)

	Four per room	Three per room	Two per room	One per room
Total Tour Price	\$1,373.00	\$1,486.00	\$1,714.00	\$2,395.00

The price is subject to the guidelines in the “Terms and Conditions.” The land prices are based on vendor rates available on 11/10/25 and are subject to increases imposed by vendors. The prices and events in this proposal can only be confirmed upon receipt of a tour application and booking of activities. The price is subject to change according to the number of passengers.

Please Note: Your initial invoices will show an estimated distribution of passengers at the quad, triple, double and single room rates, resulting in an estimated total balance. When we receive your final rooming list, we will adjust your invoice to reflect your actual distribution and actual final balance. Your final balance must be paid in full 45 days prior to departure.

*** Passengers who wish to insure their individual tour package may purchase through Gateway or a vendor of their choice. Gateway must receive the passenger's premium payment at or before the insurance payment due date, and prior to making their final payment. Gateway strongly recommends a plan with the Cancel for Any Reason benefit. For questions regarding coverage call Trip Mate at 1-800-888-7292 and refer to Plan F455F or F465F (Plan with Cancel for Any Reason). You may also visit their website at www.tripmate.com/nppF455F or www.tripmate.com/nppF465F.*



New York Optional Activities

9/11 Memorial

Visit the site of the September 11, 2001 terrorist attacks on the United States. The names of the nearly 3,000 victims of the September 11, 2001 and February 26, 1993 terrorist attacks are inscribed on bronze panels lining the two pools. Waterfalls cascade down all four sides of each pool, creating a special place for remembrance and reflection. The surrounding plaza is filled with oak trees and a callery pear known as the Survivor Tree, which was nursed back to health after surviving the 9/11 attacks.

9/11 Museum

The Memorial Museum, located at the World Trade Center site, is to bear solemn witness to the terrorist attacks of September 11, 2001 and February 26, 1993. The Museum honors the nearly 3,000 victims of these attacks and all those who risked their lives to save others.

The FDNY Memorial Wall

A fifty-six-foot-long bronze wall of cast bas-relief bronze honors those firefighters who gave their lives in service to the public on September 11, 2001. It contains the names of every active member of the department who perished in the collapse of the Towers. It is comprised of fourteen individual bronze panels brazed together into an artwork weighing over three tons; the monument tribute is set into the west wall of Engine Company 10 – Ladder Company 10 on the corner of Greenwich and Liberty Streets. "Ten House" was damaged in the collapse of the Twin Towers, sitting directly south of the former World Trade Center Plaza.

Broadway Theater

Aida, Beauty & The Beast, Chicago, Grease, 42nd Street, Phantom of the Opera, and many more. You must catch a show on Broadway while you are in the Big Apple!

Carnegie Hall

This world-famous concert hall began construction in 1890. Learn about the story of Andrew and Louise Carnegie, hear how the Hall was saved from demolition in 1960, and experience a century-long performance tradition that has showcased the world's finest artists – from Tchaikovsky to Mahler, Horowitz to Callas to Bernstein, even Judy Garland and the Beatles.

Central Park

Over 840 acres of landscaped and recreational areas stretching from 59th to 110th streets include a zoo, theater, sports facilities, lakes, food, and entertainment.

Chinatown

New York City's Chinatown it is the largest Chinatown in the United States. It is the center of politics, economics, and culture of the Chinese communities in New York City. It is famous for its restaurants, jewelry shops, food markets, temples, and crowded streets, including Canal, Mott, Pell and Doyers whose busy sidewalks are crowded by vendors.

Empire State Building

The Empire State Building offers many activities and events for families and children. The first and foremost activity is a visit the observatories located on the 86th and 102nd floor known as the "Eighth Wonder of the World."

Greenwich Village and Washington Square Park

Enjoy some free time in a neighborhood known for its craft shops, restaurants, galleries, coffee shops and Off-Broadway theaters. Located in the heart of the village is Washington Square Park, one of New York City's best-known parks and a meeting place and center for cultural activity.

Intrepid Sea, Air and Space Museum

The Intrepid, located at the newly re-built Pier 86. Tour the Aircraft carrier itself, along with the Sea, Air and Space Museum. Walk the deck of aircraft carrier Intrepid, tour submarine and destroyer. Experience an F-18 mission.



Lincoln Center for the Performing Arts

Exciting daily tours include the Metropolitan Opera House, Avery Fisher Hall, and the NY State Theater. Tours originate on the Concourse level, downstairs from the Metropolitan Opera.

Little Italy

A lively neighborhood featuring restaurants, cafés, and specialty stores.

Madison Square Garden

This complex is host to exciting events in New York City. See the famed arena, the theater, Knicks & Rangers locker rooms and more. There are behind-the scenes tours available.

NBC Studio Tour

TV studio and guided tours available see where the *Today* Show and *Saturday Night Live* are filmed.

New York Public Library

Great architecture, excellent people watching spot!

One World Observatory

Ascend to the 100th floor of the One World Tower with panoramic views in every direction. Discover Manhattan, Brooklyn, New Jersey, and the surrounding waters from an entirely new perspective.

Radio City Music Hall

During this one-hour guided tour guests will have a chance to see the Great Stage, one of the largest indoor performance stages in the world; the stage's hydraulic system, still in operation since the '30s; the renowned private suite, with 12-feet high gold leaf ceilings and onetime home to Samuel "Roxy" Rothafel. And as an exciting climax to the Stage Door Tour, guests will meet one of the world-famous Radio City Rockettes!

Rockefeller Center

Rockefeller Center is an art deco marvel consisting of 19 commercial buildings covering 11 acres in midtown Manhattan from 49th to 52nd Streets, Fifth to Seventh Avenues. This area was named after the multi-millionaire, John D. Rockefeller, who leased the space from Columbia University in 1928.

SoHo – South of Houston Street

This area is an architectural gem of cast-iron buildings converted to house art galleries, restaurants, and shops.

Solomon R. Guggenheim Museum

Frank Lloyd Wright's masterpiece of modern architecture. It boasts a collection of impressionists, modern, and contemporary masterpieces.

St. Patrick's Cathedral

A Roman Catholic Church built in 1858; this is one of America's finest Gothic-style structures.

Statue of Liberty & Ellis Island

America's favorite symbol of freedom and the entry point for thousands of emigrants over the past centuries. Ferry departs daily from Battery Park and Liberty Park.

Tribeca – TRIangle BElow CANal Street

New York City's hottest neighborhood. This is home to some of the most exciting restaurants and nightspots in the city. Walk to the Financial District, City Hall, or tour Wall Street.

United Nations Building

Multilingual guided tours featuring General Assembly Hall, council chambers, and works of art from member nations.