

---

## Student Tour Handbook

---

### CONTENTS

#### Introduction

- The Mission of CES Performance Tours
- Educational Objectives for BYU-Idaho Performance Tours
- BYU-Idaho Honor Code
- Dress and Grooming Standards

#### Tour Policies

- Hotels
- Traveling as a Group/Pairing Off
- Proselyting on Tour
- Post-Performance Encounters with Family, Friends, and Missionaries

#### General Tour Information

- Finances
- Student Tour Fee
- Daily Devotional on Tour
- Tour Leader Responsibilities

#### Traveling on Tour

- Being a Gracious Guest
- Packing Tips
- Laundry
- Money for Tour
- Purchasing Gifts and Souvenirs
- Lost or Late on Tour

#### Health and Safety

- Healthy Performers
- Special Dietary Needs
- Lost or Stolen Items
- Accidents or Injuries
- Safety on Tour
- In Case of Emergency

## 1. INTRODUCTION

### The Mission of CES Performance Tours

The value placed on this touring program is reflected in the many resources devoted to it. These resources include financial support for production and travel, qualified artistic directors, and rehearsal facilities. Additionally, student performers pay tour fees and contribute hours of rehearsal time – all directed toward specific purposes. Each performer will give and gain the most by understanding and focusing on these educational and spiritual goals:

1. **Provide vital education experiences for students** involved in university academic programs in music and dance.
2. **Promote to worldwide audiences a greater understanding of the Church**, its purpose, its members, and its sponsored educational institutions.
3. **Edify and entertain audiences** with superb, uplifting performances.
4. **Increase faith, dignity, and self-regard** of local Church members through association with performing groups.
5. **Prepare students for a lifetime of service** by developing their artistic talents and cultivating a broader understanding of people, cultures, and languages.

### Educational Objectives for BYU-Idaho Performance Tours

Each year BYU-Idaho schedules and promotes some of its finest student performing ensembles throughout the world. In supporting this endeavor, BYU-Idaho hopes to achieve the following educational objectives:

1. **Motivate students** to develop artistic understanding and skill in preparation for a lifetime of service.
2. **Entertain and edify audiences** with excellent performances that will increase their sensitivity to the artistic experience and their understanding of the Church.
3. **Broaden the students' knowledge** and understanding of other people, cultures, languages, and provide an opportunity for cultural exchange.
4. **Advance understanding** of, and support for, the values, goals, and objectives of BYU-Idaho.
5. **Increase the excellence** and image of the program through which the performing ensemble is developed.

### BYU-Idaho Honor Code

BYU-Idaho exists to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. Observance of such is a specific condition of employment and admission. Throughout the tour, students agree to:

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Participate regularly in church services
- Observe Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

**Dress and Grooming Standards**

As representatives of BYU-Idaho, students are asked to follow the BYU-Idaho Dress and Grooming Standards while on tour:

**Men and Women Campus Attire**

Immodest clothing is any clothing that is tight, sheer, or revealing in any manner. Men and women should be neat and clean and avoid being extreme or inappropriately casual in clothing, hairstyle, and behavior. Pants, slacks, or jeans should not be patched, faded, frayed, or torn and must be ankle length. Hairstyles should be clean and neat, avoiding extreme styles and unnatural colors. Caps or hats should not be worn in buildings. Shoes should be worn in all public campus areas. Flip-flops and other casual footwear are inappropriate on campus. Shorts are not appropriate campus attire. Do not disfigure yourself with tattoos or body piercings.

**Women**

Clothing is immodest when it is sleeveless, does not cover the stomach or is low-cut in the front or back. Dresses and skirts should be knee-length or longer (even with leggings worn). No capris may be worn on campus. Women may wear one pair of earrings.

**Men**

Hairstyles should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar leaving the ear uncovered. Sideburns should not extend below the earlobe or onto the cheek. Men are expected to be clean shaven; mustaches, if worn, should be neatly trimmed and may not extend beyond or below the corners of the mouth. Beards are not appropriate. Earrings are not acceptable.

**Additional Dress and Grooming Guidelines for Tour Participants**

In choosing your clothing, we remind you that **you will be representing the university**. We expect you to look sharp and be modest. You will be expected to dress better than your average “classroom dress.” Jeans, shorts, and t-shirts will NOT be allowed on tour. (Exceptions to the “no jean/shorts/t-shirts” policy may be made by artistic directors for service and/or possible recreation activities and will be communicated to tour participants prior to tour). Tour Coordinators and Artistic Directors may make additional dress policies for tour.

**2. TOUR POLICIES****Hotels**

During the tour, you will have the opportunity to stay in various hotels. Please be grateful and courteous to hotel staff and other guests during your stay. The attitude and behavior of each individual and the group will leave a lasting impression on those you come in contact with along the way. Be respectful of hotel property and leave room tidy. Students should not leave or loiter outside the hotel once the group has arrived.

**Traveling as a Group/Pairing Off**

Tour participants should always be with at least two other tour members and are not to separate from the group. When sightseeing, students should be in groups and avoid situations involving couples alone. Dating while on the tour is discouraged, and public display of affection should be avoided. Avoid flirtations with tour participants and guests you meet on tour.

**Proselyting on Tour**

BYU-Idaho performing tours are a significant public relations tool for the university and the Church. You will likely be asked questions about the Church by friends of other faiths who are interested in learning more. You are welcome to answer questions directed to you, but in general it is inappropriate to initiate gospel discussions with audience members. Do not pass out Church literature at performances unless the literature is requested by an audience member. Please be aware that some presenter hosts (those who arrange and sponsor performances) are not affiliated with the Church and may have requested that BYU-Idaho ensembles not proselyte to audience members. Doing so in the face of these requests would damage the image of BYU-Idaho and the Church, and in the case of some foreign countries, could force a cancellation of the tour. If you are unclear what the policy is for the particular performance site, ask your tour manager.

**Post-Performance Encounters with Family, Friends, and Missionaries**

Whether the Church is directly involved in presenting a performing ensemble or not, there may be family members, friends, or missionaries in the audience. It is easy for group members to gather around these people to discuss familiar things and unintentionally ignore other audience members. Performers should be aware of the following:

1. As you go into the audience, avoid grouping around specific audience members. Instead, scatter throughout the auditorium and speak to those not already talking to a performer.
2. Too much time spent with missionaries will inadvertently exclude other members of the audience waiting to meet performers. When missionaries are accompanied by friends of other faiths, the greatest impact can be made by focusing on the friends of other faiths.
3. Missionaries and friends should not be invited backstage before or after a performance.
4. Performers should take the initiative to politely end a conversation when it becomes too lengthy, especially if it is time to change out of costume and help load equipment.

**3. GENERAL TOUR INFORMATION****Finances**

Funding for BYU-Idaho performing tours comes from university funding, student tour fees, and meals provided by presenter hosts. With this funding, the Performance Tours office arranges for all lodging, flights, ground transportation, and three meals per day.

**Student Tour Fee**

Student tour fees will be charged to your student account and must be paid prior to departure.

**Daily Devotional on Tour**

A devotional will be held each morning on the bus. Tour leaders will share plans/updates for the day.

**Tour Leader Responsibilities**

Tour Coordinators: coordinate logistics for tour (transportation, lodging, meals, performance venues, tour schedule, student forms).

Tour Manager: handles logistics, business management, accounting, and group welfare on tour.

Artistic Director: responsible for all creative aspects of tour (music, staging, set-up, costuming, performing), plans daily and Sunday devotionals, and fosters group unity.

#### 4. TRAVELING ON TOUR

##### Being a Gracious Guest

Express appreciation to presenter hosts who contribute substantial time, resources, and money to provide meals, a venue, and an audience for the performance. Your positive attitude and expression of gratitude will leave a lasting impression and may determine if a BYU-Idaho performing group is invited back again.

##### Packing Tips

When packing, refer to the packing list for your specific tour at:

[www.byui.edu/performance/tours/studentperformers](http://www.byui.edu/performance/tours/studentperformers)

1. Always travel light. If you do not need it, do not take it.
2. Pack bottled items that can spill (shampoo, perfume, lotion, etc.) in Ziploc bags. If such items are to be packed in a carry-on bag for a flight, each container cannot exceed three fluid ounces.
3. For air travelers, pack a change of underclothing and toiletries in your carry-on bag in case your checked luggage gets lost or delayed.
4. Pack valuables (including cameras and electronic equipment) in your carry-on baggage, rather than in your checked luggage.
5. Do not take valuable jewelry on tour. Jewelry can make you an attractive target for crime.
6. If you wear glasses or contacts, consider packing an extra pair and/or the prescription.
7. If applicable, bring a list of your prescriptions.

##### Laundry

In order to pack lightly, you may need to do laundry while on tour. You may end up doing your laundry in coin-operated machines or in the sink of a hotel room. Keep in mind that there are usually a very limited number of washers and dryers at hotels, so students will need to take turns doing laundry. The cost to launder clothing on tour is the responsibility of the tour participant.

##### Money for Tour

Meals, lodging, and transportation will be provided for you on tour. You may want to bring some money for souvenirs, laundry, and snacks (cash or credit card). Before departing on a tour, call and advise your bank/credit card company of the days and locations you will be traveling.

##### How to Carry Money

1. Plan a place to conceal your valuables. Your identity, cash, and credit cards are safest when you carry them on your person and conceal them in multiple places rather than putting them in one wallet or pouch.
2. Avoid handbags, fanny packs, and outside pockets, which are easy targets for thieves. It is best to carry money in your inside pockets, in a pouch or money belt that you wear under your clothing, or a sturdy shoulder bag with the strap worn across your chest.
3. Do not carry or reveal large amounts of cash when paying a bill.
4. Make sure your credit card is returned to you after each transaction.

**Purchasing Gifts and Souvenirs**

Although you are welcome to buy items on tour, please remember that there are limits to the amount you can pack in your luggage. Because of group equipment, costumes, and/or musical instruments, bus bays are normally filled to capacity and cannot hold many additional items purchased on tour. Do not pack fragile items in bags that will be checked on an airplane or thrown in the cargo bay of a bus.

**Lost or Late on Tour**

If you become lost while on tour, you should contact or attempt to contact the Tour Manager. If this is not possible, contact one of the other tour leaders or a fellow tour participant. Because of time constraints on any tour, the group cannot be unduly detained waiting for one participant. **If participants, through their own negligence, become lost or are late for departures, they must pay their own transportation expenses to get back to the group.**

**5. HEALTH AND SAFETY****Healthy Performers**Drink Water

Stay hydrated to avoid sickness and fatigue.

Practice Good Hygiene

Wash your hands and sanitize as needed. As COVID has taught us, touching doorknobs, bus seats, bag handles, and shaking hands are all potential ways to pass germs. Shower daily and wear clean clothes. Gentleman are expected to shave each day on tour.

Bring Medication

Bring enough personal medication for the entire tour (prescriptions and over the counter). Do not share medications; doing so makes you liable if a problem arises. Consult the tour manager for medical assistance.

Illness on Tour

Traveling together in close proximity for an extended time, combined with fatigue and changing circumstances, creates a greater possibility for sickness. Get sufficient rest to support the rigors of touring. If you have a medical condition and/or are taking medication, please complete the Health Assessment form so the tour manager can be prepared to assist you if necessary.

**Special Dietary Needs**

The quantity and quality of meals provided by your presenters may vary. If you have special dietary needs (gluten-free, vegetarian, lactose-free, etc.), please discuss this with your tour leaders before tour so accommodations can be made.

**Lost or Stolen Items**

If your possessions are lost or stolen, report the loss immediately to your tour leaders, who should then contact the local police. Keep a copy of the police report for your insurance claims and as an explanation of the incident.

**Accidents or Injuries**

In the case of an accident or emergency, please notify the tour manager immediately, even if it appears minor. A first-aid kit is available on the tour bus in case of an emergency.

**Safety on Tour**

To ensure your safety, be wise in your conduct while traveling. Please consider the following tips from the U.S. State Department:

**DO'S:** Review the guidelines for what you can take in your carry-on luggage. Bring a government-issued photo ID. Allow extra time. Arrive early. Keep your baggage with you at all times. Be vigilant of suspicious activity and report it to authorities.

**DON'TS:** TSA does not allow the following items on flights: fireworks, flammable liquids, bleach, spray starch, spray cans, butane, CO2 cartridges, weapons including firearms, ammunition, mace, tear-gas, knives of any length, cutting instruments of any kind, scissors, pocket-knives, ice picks, straight razors, or corkscrews. Do not joke about terrorism, weapons, or firearms while in airports or border control offices. Do not threaten or appear to threaten passenger screeners. All such remarks will be taken seriously. This could lead to arrest and/or fines. At a minimum, you may encounter a delay in travel. For more information, visit the TSA website.

**Safety on the Street:** Do not travel alone, use shortcuts, narrow alleys, or poorly lit streets. Avoid public demonstrations and other civil disturbances. Keep a low profile and avoid loud conversations or arguments. Do not discuss travel plans or other personal matters with strangers. To avoid scam artists, beware of strangers who approach you, offering bargains or to be your guide. Beware of pickpockets. They often have an accomplice who will do the following: jostle you, ask you for directions or the time, point to something spilled on your clothing, distract you by creating a disturbance. A child or even a woman carrying a baby can be a pickpocket. Beware of groups of vagrant children. Do not walk the streets alone. Travel in mixed-gender groups of three or more. Wear the shoulder strap of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse snatchers. Try to seem purposeful when you move about, even if you are lost, act as if you know where you're going. Ask directions only from individuals in authority. If confronted by superior force, do not fight attackers – give up valuables.

**Safety in Your Hotel:** Keep your hotel door locked at all times. Do not leave money and other valuables in your hotel room while you are out. Do not get on an elevator if there is a suspicious-looking person inside. Read the fire safety instructions in your hotel room. Know how to report a fire. Know where the nearest fire exit and alternate exits are located. Count the doors between your room and the nearest exit. This could be a lifesaver if you have to crawl through a smoke-filled corridor.

**In Case of Emergency**

In case of emergency, the most efficient way for people to reach you on tour is to call BYU-Idaho Performance Tours at 208-496-2000.

**For more information:** [www.byui.edu/performancetours](http://www.byui.edu/performancetours)