

Denver School of the Arts
Stagecraft and Design Department
USITT 2018 Conference & Stage Expo Trip, March 13 – 17, 2018
Rules and Expectations

1. Every traveling student must have submitted 1) the Parent/Guardian Release Agreement and Consent to Emergency Treatment form, 2) the Durable Power of Attorney for Medical Care form (must be signed by both parents, if applicable, and notarized), 3) along with a copy of the student's medical insurance card, 4) Medication Declaration Form and 5) Medications Form (if applicable to the school nurse).
2. In case of **student illness/accident**, one of the five faculty members will accompany the student to obtain medical care (if necessary) while the other faculty members remain with the group.
3. In the case of a **weather-related emergency** that results in any change of plans or itinerary, the phone tree/group text will be used to contact and inform parents. Faculty members will use their judgment to keep students safe.
4. You must follow all school rules and district policies (although away from school, they are still considered mandatory and applicable during the off-campus trip). Please refer to your DSA handbook if you have any questions about these rules and policies.
5. Comply with all laws and ordinances, including but not limited to those pertaining to or prohibiting the possession or use of drugs or alcohol. **Possession or use of drugs or alcohol or weapons is absolutely prohibited. Local law enforcement will be called if any illegal drugs, alcohol or weapons are found in any student hotel room or on any student attending this trip. Principal William Kohut will be notified.**
6. **Disciplinary issues.** If you violate these rules and policies, you will be **sent home at your parents' expense.**
7. **Supervision to be provided throughout the trip:** The group of students will travel together and will be accompanied by Ms. Kirksey, Mr. Howard, Ms. Buttery, Mr. Gilstrap, Ms. Harrison and Mr. & Mrs. Thompson en route to the destination and during all transitions between locations in Florida. Once the group has arrived onsite at the USITT conference, you will be allowed to disburse on your own or in small groups and will return to designated meeting points at specified times to check in. Faculty members will have your cell phone numbers and you will have theirs; you will agree to keep your cell phone on at all times in case faculty members need to reach you.
8. You are expected to listen to and follow all instructions given by accompanying faculty members Ms. Kirksey, Mr. Howard, Ms. Buttery, Mr. Gilstrap and Ms. Harrison.
9. **Lodging supervision:** At the hotel, Lara Kirksey, Jessica Buttery, Jonathan Howard, Cory Gilstrap, Nicole Harrison will supervise all students. We will be doing nightly room checks at 10:00pm. At that time, you must be present in your room and only those assigned to that room may be there. You may not enter another student's hotel room without their express permission. Under no circumstances may female students enter the male students' hotel rooms, or vice versa. This is a DPS policy. A faculty member (of the same gender) may enter students' hotel rooms at any time.

10. **Telephone tree:** In the event we need to communicate with parents during the trip, one of the four faculty members will contact parents via group text. If for whatever reason the group text doesn't work a faculty member will contact parent representative, Tonette Salazar (who will remain in Denver) by cell phone. Tonette will have all parents' home and cell phone numbers with her at all times during the off-site trip and will contact the appropriate parents as necessary. *(See the attached phone tree listing with all parties' phone numbers and email addresses.)*
11. Remember that you are an ambassador of DSA during this trip. You are expected to use common sense and act with respect for yourself and others at all times.
12. You are responsible for keeping track of your own belongings throughout the trip.
13. You are responsible to stay in constant communication with Ms. Kirksey, Mr. Howard, Ms. Buttery, Mr. Gilstrap and/or Ms. Harrison throughout the trip. You are expected to keep your cell phone charged and on, and to respond promptly to any phone calls or texts from the faculty members.
14. At times, you will be instructed to stay together as a group. At other times, Ms. Kirksey, Mr. Howard, Ms. Buttery, Mr. Gilstrap and/or Ms. Harrison will designate specific meeting times and places. You will be able to disburse on your own (at the convention center only) or in groups of 3 (outside the convention center), but must report back at the designated time and place.
15. Curfew will be at 10:00pm each night. You are expected to be in your assigned hotel room at curfew time and to remain there until the designated morning meeting time and place.
16. We highly recommend that you pack only carry-on baggage. If you decide you must check a bag, you must pay your own baggage fees both ways (and know that you will slow down the rest of the group by waiting for bags).
17. We will not attend any formal events; pack to dress as you would for normal days at school. The average temperature in Fort Lauderdale day time is high 70's and night time high 50's.
18. During our time at the USITT conference on Thursday and Friday, you are expected to stay at the convention center, attending sessions and visiting the expo. You may not leave the premises of the convention center without the rest of the group and your supervisors.
19. You will be responsible for your own food and incidental expenses. (This amount has not been paid to DSA.) We estimate that this expense will be about \$200 per student. We recommend that you bring a prepaid VISA/Mastercard and perhaps a small amount of cash. If you wish to purchase souvenirs or other items during the trip, plan to have additional funds. You are responsible for keeping track of your own money. On Wednesday evening we will have a group dinner where we [the staff] will be paying for the meal.
20. We will meet at the United Airlines check in counter at DIA on Tuesday, March 13, at 3:30pm. Everyone is responsible for their own transportation to the airport. We are scheduled to return to DIA on **Saturday, March 17, at 10:13 am. Parents, please make arrangements to meet your student at the United Airlines passenger pick-up area about 11:00 am.** We will keep the group together and parents can drive up to pick up their students. If there are any changes to the itinerary, Lara Kirksey will contact you.

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Itinerary as of 1/22/18 – Subject to Minor Revision Prior to Trip

Please Check in the night before and print out you boarding pass. The reservation code is GX2XM9 or GYQ84Y.

Tuesday, Mach 13, 2018

- 3:30pm Meet at United Airlines ticket counter at Denver International Airport. Bring food or eat at DIA, we will be getting into Fort Lauderdale late and nothing will be open for food. Please check-in online ahead of time.
- 5:55pm Depart DIA United Airlines flight #289
- 11:45pm Arrive Fort Lauderdale, FL
- 12:15am Depart Fort Lauderdale Airport for Pier Sixty Six Hotel Via Shuttle
2301 SE 17th St, Fort Lauderdale FL 33316
954-728-3578
- 12:45am Room checks

Wednesday, March 14, 2018

- 8:30am Breakfast at Hotel
- 9:30am Shuttle to Everglades Holiday Park, <https://www.evergladesholidaypark.com/>
- Airboat tour
 - Alligator show
 - Group photo
 - Lunch at deli onsite
- 1:30pm Shuttle back to Hotel
- 3:00pm Meet in Hotel Lobby to go to beach (hotel has complementary shuttles to beach)
- 6:30pm Return to Hotel via shuttle
- 7:30pm Dinner at Hotel Restaurant PELICAN LANDING
- 10:00pm Curfew/room check

Thursday, March 15, 2018

- 7:30 am Meet in Hotel Lobby, shuttle to convention center
- 8:00 am Registration check-in at convention center
- 8:30am Breakfast around convention center, travel in groups of at least 3
- 9:20am Check-in in front of Floridian Ballroom, convention center
- 9:30am Early Career Honors Presentation, Dr. Daniel Lerner NYU, SCIENCE OF HAPPINESS
Floridian Ballroom
- 11:00am Stage Expo opens, expo time
- 12:00 am Meet at designated spot to check-in; lunch around convention center, travel in groups
of at least 3.
- 12:50pm Meet at designated spot to check-in
- 1-2:30pm Afternoon conference session
- 2:45-4pm Afternoon conference session
- 4-5:20pm Meet at designated spot to check-in; expo time & dinner around convention center,
travel in groups of at least 3.
- 5:20pm Meet at designated spot to check in
- 5:30-6:45pm Evening session
- 7-8:15pm Evening session
- 8:20pm Meet at designated spot to check-in. Return to Pier Sixty Six Hotel via shuttle.
- 10:00pm Curfew/room checks

Friday, March 16, 2018

- 7:00am Meet in Hotel Lobby and shuttle to convention center
- 7:15am Breakfast around convention center, travel in groups of at least 3.
- 7:55am Meet at designated spot for check-in.
- 8-9:15am Morning session
- 9:30-11am Distinguished Award Winners in Conversation, Floridian Ballroom.
- 11am-1:00 am Meet at designated spot to check-in, expo time and lunch around convention center, travel in groups of at least 3.
- 1-2:00 pm Afternoon session
- 2:45-4pm Afternoon session
- 4-5:20 pm Meet at designated spot to check-in; expo time and dinner around convention center, travel in groups of at least 3.
- 5:20pm Meet at designated spot to check-in
- 5:30-6:45pm Evening session
- 7-8:30pm Tech Olympics
- 8:30pm Meet at designated spot to check-in and return to Pier Sixty Six Hotel via shuttle, at hotel, print out boarding passes.
- 10:00pm Curfew/room check

Saturday, March 17, 2018

- 5:00 am Meet in Hotel Lobby/check-out
- 5:15 am Depart hotel for airport via shuttle
- 5:30am Arrive at Fort Lauderdale Airport, check in, eat breakfast at airport food-court
- 7:40am Depart Fort Lauderdale United Airlines flight #1545
- 10:13am Flight arrives at DIA
- 11:00 am Parents pick up students at United Airlines passenger pick-up area at DIA