

## **GENERAL INFORMATION & PROCEDURES**

### **CABIN LISTS & CABIN PLACEMENT:**

It is requested that each group complete their cabin list (typed or sent via email) and forward to your travel consultant. Our representatives with the cruise lines are instructed to keep groups blocked as closely together as possible. Festivals At Sea and the cruise line will make every attempt to honor all requests. However, due to limited cabin availability, certain requests will not be possible to arrange.

### **CABIN CAPTAIN:**

Many schools have found it helpful to designate one student in each cabin the "Cabin Captain". The cabin captain is responsible for making sure that no damage is done to the cabin and that no property is taken from the cabin.

### **ROLE OF FESTIVALS AT SEA REPRESENTATIVE:**

It is the responsibility of the Festivals At Sea / Global Travel Alliance escort to act as our representative during the course of your tour. They are responsible for conducting the program, as per our itinerary, and providing helpful assistance in order to give you and your students a more complete, fulfilling experience. They will also frequently confer with the lead chaperone. You should feel free to call on the services of the escort at any time during your trip, regardless of the hour, should you need their assistance. A representative will travel with our groups on select sailings. Please ask your representative for details.

### **ROLE OF CHAPERONES:**

Chaperones are solely responsible for the enforcement of all rules, policies and procedures instituted by the cruise line, Festivals At Sea, and the school, and are responsible for any disciplinary action that may be necessary during the course of the trip. Our Festivals At Sea / Global Travel Alliance rep will act only to bring any infraction to the attention of chaperones and not in a disciplinary manner. We also ask that chaperones assist in the smooth, timely operation of the trip. Festivals At Sea requires a minimum of one chaperone for every ten students.

### **BOARDING PASS:**

Each person who is on the cruise will be issued a boarding pass, called a "Sign & Sail" or "Sea Pass" card. Students and adults must keep this card with them at all times. This card is required to re-board the ship when in port and to purchase anything on board the ship. If the card is lost, it can be replaced free of charge at the Purser's office, as long as the student is accompanied by an adult chaperone.

### **HOW TO PURCHASE ITEMS ON BOARD SHIP:**

Upon check-in, students will need to put down a cash deposit, such as \$50.00, to cover on-board purchases. It is not necessary to buy any extra food on board ship with all that is available. However, soft drinks cost approximately \$2.00 - \$2.50 on the ship. If you need to add more to the account, go to the Purser's desk and put additional money down. No cash exchanges on the ship. All transactions are made with your ship's boarding pass that is issued at check-in. If a balance is owed at the end of the trip, this must be settled before the student can leave the ship. If all money in the account has not been spent, the amount remaining will be refunded.

## **STUDENT RULES:**

The consumption of alcohol by students on board is strictly forbidden, regardless of the student's age. Our ships do have casinos, however, the casinos are only open while at sea and students under the age of 18 will not be permitted to gamble. These policies are strictly enforced regardless of whether or not the group leaders agree with them. Student safety always comes first, and all other rules will support that concern.

## **WHAT TO WEAR:**

No jeans, t-shirts, or shorts are allowed in the dining room at night. During the daytime, dress in the dining room is casual. You must wear shoes in the dining room at all times and sandals are acceptable. You may also wear a bathing suit with a cover-up. On all 3 and 4-night cruises, the following evening attire is recommended.

1st night - Casual. Not everyone will have received their luggage by dinner on the first evening, and so what you were wearing to travel in will be acceptable in the dining room.

2nd night - Formal.

Some of the young ladies wear prom dresses. Any dressy Sunday dress, or semiformal or formal gown. For gentlemen, a suit and tie, slacks, sport coat and tie. A tuxedo is also appropriate but is not required.

3rd night - Informal. For young ladies, dress pants, casual dress or skirt and blouse. For gentlemen, dress pants, open collar shirt without tie.

4th night - Informal. For young ladies, dress pants, casual dress or skirt and blouse. For gentlemen, dress pants, open collar shirt without tie.

## **24 HOUR MEDICAL SUPERVISION:**

A doctor is on board 24 hours a day should any medical attention be required. A professional fee will be charged for medical examinations and medication required.

## **STATEMENT OF LIABILITY**

### **LIABILITY DISCLAIMER:**

Festivals at Sea acts only an agent for the various companies whose services and accommodations are made available and accept no responsibility, in whole or in part, for any personal injury liability, physical damage, loss, accident, delay or irregularity which may happen by default of any hotel, airline, restaurant, company, or person rendering any of the services included. No responsibility is accepted for any damage or delay due to illness, pilferage, labor disputes, machinery breakdowns, quarantine, governmental restraints, weather/natural forces, or other causes, beyond their personal control. Festivals At Sea and its affiliated tour companies also disclaim any responsibility for personal injury liability and / or physical damage arising from acts of negligence of any member of a group attending a Festivals At Sea event. If it becomes necessary to cancel or alter the schedule of events, such alterations or cancellations may be made.

### **RESPONSIBILITY:**

Group directors, chaperones, or school officials will be held fully responsible for damage, vandalism, theft, extra charges, etc., incurred by those students from their group/school.