

Music Celebrations International (MCI)
Great Britain Chorale Festival, July, 2023

For any and all questions and concerns about tour arrangements, contact the expert, Karen Herrera, our MCI Operations Specialist. karen@musiccelebrations.com

Before Reading the Instructions Below, Please Note:

Once registered for the Festival, MCI will make the following three assumptions:

1. You will be participating in, and paying for, **only** the Main tour. If you will be continuing on and paying for the Extended tour, notify MCI by sending an email to our MCI Operations Specialist, Karen Herrera, karen@musiccelebrations.com. Include your account number in the email.
2. MCI will be making **All** your airline reservations. Otherwise, see the “deviation” instructions below.
3. MCI will expect you to upload a copy of your passport “book”; not your passport card (if you have one). Airline and customs officials will not accept passport cards for international air travel.

Airline Reservation Notes:

If you will be flying with the Peninsula Singers group, round-trip, San Diego to/from London, and MCI will be making your round-trip airline reservations, **without any adjustments whatsoever**, there is nothing more to do, as far as airline tickets are concerned. Without instructions otherwise, MCI will make all your airline reservations as part of the group’s travel.

If you are making ALL (**every single one**) of your own airline arrangements, you will send MCI a “Land Only” form.

1. Login to your Participant Account on the MCI website: <https://portal.musiccelebrations.com/>
2. Select “View & Upload Documents”
3. Select “Download Land Only Form”
4. Print out the form
5. On the printed form, enter the Participant name(s), sign and date
6. You do NOT need to obtain the Group Leader’s signature for the form
7. Save the form by one the following methods:
 - a. Scan the completed form with a scanner or a scanner app, OR
 - b. Take a photo of the form with your mobile phone, OR
 - c. Save the completed form to your computer’s hard drive.
8. In the menu again, Upload the form to MCI OR email the form to karen@musiccelebrations.com

If you want MCI to make your airline reservations, but there is even a **single, teensy-weensy** adjustment to the group airline reservation, such as:

1. You want MCI to book your airline ticket from San Diego to London, but you’ll make your own airline arrangements to get home, or
2. You want MCI to book your airline ticket home from London, but you’ll make your own airline arrangements to fly to London
3. You want to upgrade to premium economy, business or first class to or from London
4. You want to specify a non-stop flight in either direction (if available) and may have to pay a higher ticket price
5. You require a special meal
6. You may need assistance getting on/off a flight booked by MCI
7. **Any other possible deviation you can think of** where MCI has to tell the airline(s) how many and what class of seat to reserve, and what other adjustments they have to make, do the following:
 1. Login to your Participant Account on the MCI website: <https://portal.musiccelebrations.com/>
 2. Select “View & Upload Documents”
 3. Select “Download Deviation Form”
 4. Print out the form

5. On the printed form, read the form carefully and enter all the data required
6. You do NOT need to obtain the Group Leader's signature for the form
7. Save the form by one the following methods:
 - a. Scan the completed form with a scanner or a scanner app, OR
 - b. Take a photo of the form with your mobile phone, OR
 - c. Save the completed form to your computer's hard drive
8. In the menu again, Upload the form to MCI OR email the form to karen@musiccelebrations.com.
9. MCI charges a \$200 "deviation" fee for this (imagine the machinations they have to do when processing deviations for hundreds of participants).

Important Dates to Remember:

December 15, 2022	\$1,200/pp deposits due
February 1, 2023	\$1,200/pp deposits due
April 15, 2023	Remaining balance (if any) due

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