

March 16th, 2017

Dear Lawrence North High School Orchestra Trip Participant:

Music Travel Consultants is very excited to be working with the LN High School Orchestra on your day trip to Chicago on April 14th! The trip sign-ups will be done through Music Travel Consultants in preparation for future individual payments. Instructions are provided below for the trip sign-up and payment schedule forms. Make sure whoever will be the payer on the account uses an email they check to register their account on behalf of their student or themselves, as that's the method by which invoice reminders, etc. are delivered



Online Trip Sign-up

- Start by going to www.musictravel.com
- Click on **TRIP LOGIN in the UPPER RIGHT**
- Click on **Register as a New User [or use existing account]**
- Fill in all information and click **Create Account**
- Enter your email address and password
- Go to **Register A Traveler** and fill in the requested information
- Your trip numbers: **1704-3-24**
- Select "Make a Payment" to pay your deposit

Online trip payment

- Log into your account as you did before
- Click on the "make a payment" icon just above the picture
- Follow the instructions

Trip Conditions and Payment Schedule

This form is provided to you with the following information; inclusions, payment information, cancellation and responsibility clauses. We ask that each person adhere to the payment schedule and be aware of the cancellation information. Any questions or deviations from the payment schedule should be communicated to MTC. You may also send checks directly to our office for payment. If doing so, please reference the above trip number and name of the group. The pricing matrix and proposal itinerary are viewable online once you're registered for the trip. Pricing is based on total number of travelers, as indicated on the tour conditions.

Periodically throughout the trip preparation process, MTC will provide your director with the trip sign-up and payment status of all trip participants. Delinquent trip accounts will be frozen...if this occurs, simply call in to our office to speak with one of our finance members about getting things back on track.

Once the rooming list has been provided to MTC, we will then determine your final payment and will provide it to you through email. In addition it will be posted with your director.

The individual sign-up and pay is a system that MTC provides our clients to help take away the day to day stress from collecting monies and accounting for such. If you have any questions, please feel free to contact me at the office at your convenience. Finance related questions can be directed to Barbara Sherwood (barbara.sherwood@musictravel.com).

Sincerely,

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Account Executive

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IMPORTANT DATES

**Individual Cancellations are
Non-Refundable**

**March 27th, 2017 – LAST DAY FOR
SCHOOL/FUNDRAISER MONEY**

***IF YOU ARE EXPECTING FUNDRAISER MONIES
FROM THE SCHOOL TOWARDS THE COST OF
YOUR TRIP, PLEASE ADJUST YOUR PAYMENTS
ACCORDINGLY!!! DO NOT PAY YOUR ACCOUNT IN
FULL IF YOU EXPECT TO RECEIVE ANY
FUNDRAISER MONEY!!!***