

## Itinerary

- The itinerary is subject to change due to circumstances beyond our control.
- Every effort will be made to follow it as planned or to substitute activities, meals, etc. with suitable alternative items.
- The return time listed is approximate. Call (216) 814-TOUR (8687) NOT SOONER THAN ONE HOUR PRIOR TO SCHEDULED ARRIVAL to get a recorded message. PLEASE DO NOT CALL THE OFFICE NUMBER
- Meals included with the tour are denoted with an asterisk (\*) on itinerary. All other meals are at students' expense. Allow \$6-\$8 for each meal that is not included.

## Hotel

- The hotel name and phone number is listed on your itinerary.
- R & E Tours provides overnight security in the hotel's halls for your group.
- If you need to reach your student, call and leave a message with the desk personnel. Be sure to mention R & E Tours and your school's name.
- Calls cannot be made from the hotel rooms.

## Medication

- All school guidelines regarding medication must be followed.
- All medication must be in original container to show correct name and dosage.
- Please give to designated school staff member or chaperone before departing school.
- No medication is to be carried by students. Certain exceptions may be made by the school.
- It is the student's responsibility to obtain medication when needed.

## Please Bring

- Please limit to one piece of luggage and one carry-on. Both should be labeled with student's name and address.  
PACK ITEMS NEEDED FOR THE FIRST DAY IN YOUR CARRY-ON BAG.
- Be sure to have something suitable for cold, wet weather. Casual, neat, clean clothing only.
- Remember, you are representing your school. No questionable clothing or half shirts, please. We reserve the right to request you to change inappropriate clothing.
- Two pairs of comfortable walking shoes.
- Soft drinks for the hotel room. Cups and ice will be provided. Plastic re-sealable bottles only!
- Wristwatch
- Camera with enough extra batteries or film (whichever is needed)
- Portable music player with headphones.  
EACH STUDENT IS RESPONSIBLE FOR THEIR OWN ITEMS.

## Do Not Bring

- Excessive snacks. Please limit... several hours of travel and too much sugar don't mix.  
ABSOLUTELY NO DRUGS,  
ALCOHOL OR TOBACCO!  
ANY INFRACTION OF THIS OR ANY ACTION THAT JEOPARDIZES THE SAFETY OF THE STUDENT OR OTHERS WILL RESULT IN IMMEDIATE RETURN HOME AT PARENTS' EXPENSE.

## You Must Remember

- Listen and follow directions carefully.
- Remain with group at all times.
- At hotel, respect other guests by keeping noise down to a minimum in your rooms and especially in the halls.  
CELL PHONE POLICY WILL BE DETERMINED BY YOUR SCHOOL

## Suggestions

### Do your part so that everyone has a safe & enjoyable trip

- Carry R&E Tours telephone number with you at all times: 1 - 800 - 347 - 8687  
Call and leave a detailed message if you become separated from the group or any other problem arises and the tour leader is not accessible. Also, keep the hotel telephone number with you. This number will be given to you at the meeting. Keep these in a safe place on you - don't pack them in your luggage or leave in your hotel room.
- Don't expect to find all things exactly the way they are at home. You left home to find things different.
- Expect the unexpected!
- Accept the inevitable inconveniences ranging from minor personal discomforts to occasional group misadventures.
- Plan to stand in some lines at attractions and restaurants.
- Think positive rather than complaining or criticizing. Never forget that everyone is human and errors occur. You can be sure that everything is being done to make your trip as smooth and enjoyable as possible.
- Your best manners and behavior are expected at all times. This should not stop you from having a fun and exciting trip.
- Don't ask for special favors, but don't hesitate to approach any chaperone if a problem arises. Everyone on the trip is important.
- Be a good roommate. Everyone is getting used to living together for a couple of days and nights, so make it easy for them, too. Cooperate with the use of the bathroom, television, etc.
- Remember to think in terms of a group traveling, not an individual. Your tour chaperones will be making all decisions based on this.

## Hotel Fire Safety

Don't wait until you are caught in an emergency to plan what you should do. People often panic when they don't know what to do in an emergency. If you have an escape plan, you greatly increase your chances of survival.

### When you arrive at the hotel:

Count the doors between your room and the nearest 2 exits  
Locate the fire alarms and fire extinguishers in hallway.

### In your room:

Know how to unlock your door in the dark  
Keep your room key handy and be certain that all roommates know where it is.

### If a fire starts in your room:

Evacuate your room immediately  
Close the room door securely behind you  
Activate the fire alarm in the hallway  
If a phone is available outside your room, call the front desk to notify them  
Exit the building using the stairs  
NEVER USE THE ELEVATORS

### If there is a fire in another part of the hotel:

Take your key in case exits are blocked and you need to return to your room.  
If you encounter any smoke in your room or in the hallway, keep on the floor because smoke and deadly gasses will rise  
Feel the door and handle with your hand  
Look out the peep hole on the door - if it is hot or you see smoke or flames, DO NOT OPEN it  
If door is not hot, open it slowly and carefully. Be ready to close it immediately if necessary  
Check the hall to be sure it is clear of smoke  
Exit the building using the stairs -  
NEVER USE THE ELEVATORS  
If you encounter smoke or fire at a lower level, walk back up to clear air, go to the roof if accessible, or use another exit.

If the door to the hallway is hot or there is smoke in the hall stay in your room  
Fill the tub with water  
Wet towels and place on floor at bottom of door and stuff vents to block smoke from entering room  
Call for help - Dial "0" on the room phone or if there is a cell phone, dial "9-1-1"

**DON'T PANIC - THINK CLEARLY - ACT WISELY**