

Downtown Vocal Music Academy

T O U R S

Duties of Tour Coordinator

A/ On-Going

Work closely with conductors to arrange all of the following:

- put together tour committee of parents/SAC members – chair meetings
- decide (with the VMA SAC and conductors) destination and scope of tour – fund-raising required (meet with Fund-Raising Coordinator)
- send initial letters outlining tour to destinations – receive responses
- secure services of tour company if required
- book buses (transportation) well in advance
- determine equipment etc. to go on tour – transportation and storage
- confirm all locations, concert halls to be visited
- organize billeting, food and lodging for students and personnel (music staff and chorister supervisors)
- communicate all details of the tour to students/parents (work with communications coordinator on this)
- create itinerary for tour
- create tour package (itinerary and necessary forms – Health Form, Powers of Attorney Forms, What to Bring List) for choristers

B/ Concerts During Tour

- refer to concert coordinator and fund-raising coordinator for assistance
- all aspects and details of a regular VMA concert must be carried out when the VMA is on tour (enlist assistance from Special Events coordinator and Concert Coordinator)
- “thank-you” letters composed and mailed to hosts (at various locations)
- “thank-you” letters composed and mailed to donors