

FSU SUMMER MUSIC CAMPS

at the FSU
COLLEGE OF MUSIC

SHUTTLE SERVICE ORDER FORM & INSTRUCTIONS

DEADLINE:
2 weeks before the start of your camp

The FSU Summer Music Camps offer pick-up and drop-off service to and from:

- The Tallahassee Regional Airport (TLH)
- The Greyhound Bus Station: 112 W. Tennessee Street (850.222.4240)
- The Red Coach Bus Stop: W Tennessee St & Woodward Ave (Saint Thomas Moore Cathedral) (redcoachusa.com)

Transportation to and from these locations is **\$35.00** round trip for pickup/drop-off that take place between 8am-10:00pm or **\$50.00** for a pick-up/drop-off between the hours of 10:00pm-8am. There is no discounted price for one way, though you can request transport in only one direction.

HOW IT WORKS:

Once we have received your shuttle request and payment you will receive a Travel Voucher from us via e-mail. This Travel Voucher will serve as a receipt of payment, verification that we have the correct travel information for your child prior to their arrival, and must be presented to the shuttle driver.

For Pick-Ups: Campers will be met by a uniformed member of our staff. They will assist in baggage claim and then bring the camper directly to check-in or to the dorm depending on arrival time. This service is intended for campers traveling by themselves to and from camp. Though we can make arrangements to take parents in the shuttle as well, you may find it more economical to take a taxi.

For Drop-Offs: While at camp, campers will work with their counselor to be packed and ready to go at the appropriate time for their return trip. We suggest that airline travel be scheduled no earlier than two hours after the end of the final concert.

HOW TO ARRANGE FOR SHUTTLE SERVICE:

The deadline to schedule shuttle service is two weeks prior to the start of your camp.

Checks in the amount of \$35.00 (*for pickup/drop-off that take place between 8:00am-10:00pm*) or \$50.00 (*for pick-up/drop-off between the hours of 10:00pm-8:00am*) should be made payable to Florida State University.

Please fill out the form, print it and then mail it back with payment to:

FSU Summer Music Camps, PO Box 3061180, Tallahassee, FL 32306-1180

Please allow us three weeks to process your request and send you the Travel Voucher.

If you have sent in a Shuttle Service Request Form and have not received your Travel Voucher within three weeks, or if it is less than one week prior to the start of the camp, please contact our office.

OTHER THINGS TO KEEP IN MIND:

If the camper is arriving by mass transit it is possible that they will have to arrive before or after designated check-in times. We can coordinate an early or late check-in for these campers - just give us a call to let us know.

Remember to keep our housing policy in mind when making your travel arrangements. An extra night in the dorm is required if you are arriving the day before check-in, anytime between midnight and 8am on the day of check-in OR departing the day after check-out. The Extra Night of Housing Request Form is available online.

Discuss the transport of large instruments with your carrier prior to your trip. Please make sure that your camper has plenty of money for any baggage fees which might occur on the trip home. The camps can not pay for excess baggage fees.

Campers under the age of 14 traveling alone by plane may be considered an "unaccompanied minor" by the airline. This means that he/she is required to be picked up by a designated individual. The airline may require the name, address & contact information of that person at the time you book the flight.

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CAMPER'S NAME: _____ PARENT NAME: _____

What instrument(s) will you have with you during travel? _____

- Please check off the option which applies to you:
- I only need to be picked-up at the beginning of camp
 - I only need to be dropped-off at the end of camp
 - I need to be picked-up and dropped-off

Best contact number for PARENT on the DATES OF TRAVEL: () _____ - _____

If the CAMPER will have a cell phone on them during travel, what is that number: () _____ - _____

PICK UP DETAILS: Arrival Date: _____

I will be arriving at:

- Tallahassee Regional Airport

Is this camper considered an unaccompanied minor by the airline? YES NO

Airline: _____

Departure City: _____ Departure Time: _____ Flight Number: _____

Connecting City (if any) _____

Arriving in Tallahassee. Arrival Time: _____

- Greyhound Bus Station on Tennessee Street

Departure City: _____ Arrival Time: _____ Bus Number: _____

- Red Coach Bus Stop on Tennessee Street

Departure City: _____ Arrival Time: _____ Bus Number: _____

DROP-OFF DETAILS: Departure Date: _____

I will be departing from:

- Tallahassee Regional Airport

Is this camper considered an unaccompanied minor by the airline? YES NO

Airline: _____

Departure Time: _____ Flight Number: _____

Connecting City (if any) _____ Destination City: _____

- Greyhound Bus Station on Tennessee Street

Departure Time: _____ Bus Number: _____ Destination City: _____

- Red Coach Bus Stop on Tennessee Street

Departure Time: _____ Bus Number: _____ Destination City: _____

For Office Use Only: Cash or Check # _____ Amount: _____ Date Received: _____