

PROCESS DOCUMENTATION and LEADER ITINERARY

Muse Machine ATTS 2018 – New York City

June 5 - 10, 2018

Draft 5/11/2018

NYC Leaders (all numbers are AC 937 unless listed):

Suzy Bassani
Mary Campbell Zopf
Patti Giering
Doug Scholz
Sharon Scholz
Claire Jagla
Linda Brown
Carolyn Wheeler

Dayton Staff for Reference:

Rosalie Catalano –

- Contact for REMIND system
(Claire is also able to send messages via REMIND)

Ben Morrison –

- Contact for the TRAVEFY and WIX websites
(Claire is also able to make any website edits)

Note: For the purposes of this document, the board members, executive director and contractors listed above are referred to as Leaders. Teachers are referred to as Advisors; retired teachers are retired advisors. Participants refer to both.

February – May 2018

Logistics and preparation for the NYC trip:

- Prior to the ATTS trip, when Suzy Bassani is in NYC in April, ensure she has Muse information packets to distribute to individuals who will be presenters in the summer. (CLAIRE –not completed in 2018)
- Send out invitations for the staff and leaders for the following meetings: (CLAIRE)
 - May 29 – Pre-Planning Meeting with trip participants (off site event arrangements made in April). Also, post meeting with applicable staff in Muse CR to capture any changes coming out of feedback in meeting.
 - May 31 – Leader Meeting in Muse Conference Room
 - June 20 – Debrief Meeting on NYC trip for staff and leaders in Muse Conference Room

- Prepare and update advisor and leader itinerary daily to stay on top of constant changes. Advisor itinerary focuses on events. Leader Itinerary focuses on events, assignments and logistics. (SUZY, MARY, CLAIRE)
- Prepare advisor packets (see master packet example) and the leader 3-ring binders with table of contents (see master binder example) containing pertinent info for the trip. Review past material, draft documents and the advisor and leader itineraries in meetings with staff and applicable leaders and finalize content after feedback. (CLAIRE, ROBIN)
- Create master people lists for leader binders (a few lists will also be in the advisor packet (see preparation for May 31 pre-planning meeting later). Categorize trip participants, separate by group, then alphabetized - Leader, Advisor, and Other. Under Other, there may be known guests on the trip not the focus of this itinerary but they may be attending some events. Identify after their name, e.g.: retired advisor, etc. (CLAIRE)
 - Participant flight information (flight numbers, dates, times).
 - Alumni names and presenters for NYC including contact info and phone numbers.
 - Vendors to include contact person, address, phone number and Order# for reference.
 - Listing by event of all tickets and the purchasers. (CLAIRE)
 - Create a separate page with full names and addresses of all theaters to be attended. (ROBIN)
 - Emergency contact information for participants. (CLAIRE)
- Create a hard copy participant directory from the online version to be included in the advisor packet and leader binder. (CLAIRE)
- Create NYC Participant Event Checklists to include columns for: participant name (by category), Phone, Room (M/P) and Buddy. The Buddy is the person's roommate. For leaders with single rooms, just pair up as applicable. Have a placeholder at the top for the event, date and leader responsible. (CLAIRE)
- Create name badges and lanyards for NYC participants (no badges/lanyards are needed for presenters). List only the first name of the participant in large type and the name of their school. For Leaders and Others, just note the person's name and Muse affiliation. Use the plastic tag holders with the pocket on back so that it can be used by participants for tickets and to carry other small items in NYC. Use plastic bound name badges for name tags (these are different from the lanyards and will be kept in the Millennium Hotel Muse Conference room to be worn during group sessions in Muse Conference Room). (ROBIN)
- Create a ticket event envelope for each participant on the trip. Send FEDEX to Suzy B. (ROBIN). She will assemble: (ROBIN)
 - Cross check the tickets for the envelope with the master list of tickets and purchasers.
 - Place in envelope and tightly seal.
 - Suzy B. will take to NYC. Envelopes will be handed out to each leader at the NYC Leader Preparation meeting June 6 and to advisors at the Welcome Event June 5. (MARY)
- Create a receipt envelope for each day from June 4-12 for Mary's use to keep receipts organized. Write the date and event where noted on the itinerary on the envelope. (CLAIRE)
- Confirm ground transportation arrangements for group flight to and from airport in NYC and number of riders. (CLAIRE)

- Check with the Millennium Hotel to see if there are any festivals planned the day of the final farewell brunch that would limit access to the Algonquin Hotel. (CLAIRE)
- Obtain checks for known payments for NYC. Determine number of blank checks for unknown amounts. (MARY, THERESE)
- Bring some cash for tips for housekeeping in the Premier Hotel (MARY, THERESE)
- Finalize program evaluation and adjust as needed for itinerary changes and throughout NYC trip. (MARY, MICHAEL SIKES)
- Make needed copies of Linda Brown's Muse history working document to review with the leaders on the trip. Ensure Linda gets these copies so she can take them to NYC. (MARY)
- Prepare office supplies to be taken to NYC. Make sure they're in soft packaging and conducive to putting in a suitcase: (ROBIN)
 - Name badges and lanyards for participants. Bundle in alpha order. To avoid becoming tangled in transport, consider wrapping each one around an index card and paperclip. (ROBIN)
 - A supply of Muse cards and envelopes for writing thank you notes. (ROBIN)
 - 3x5 cards, new yellow highlighters, scissors, paper clips, Post-It notes, a few pens, some blank stick on name tags, etc. (ROBIN)

Technology (CLAIRE, BEN)

- Pack laptop and adapters for NYC. Confirm tech in Muse Conference Room in Millennium Hotel (projector + screen are needed. Computer would be preferable). (CLAIRE)
- **TRAVEFY and the ATTS Website (CLAIRE, BEN)**
 - Prepare the TRAVEFY application and test the system to ensure accuracy.
 - ATTS Website - The website is accessible on a tab through TRAVEFY; finish creation with all necessary information including recommendations for tipping bus drivers, etc. Test the system to ensure accuracy.
 - Create an online Trip Directory with the leaders and advisors (Claire).
 - Ensure the Advisor Itinerary is under the Trip Information and Documents tab. (CLAIRE)
 - Provide a tour of the site for the May 29 Pre-Trip Meeting (all participants) and May 31 Leader Meeting (leaders only). (CLAIRE)
- **REMIND Communication System (ROSALIE, CLAIRE)**
 - Ensure a clean and accurate list of the participants' names and cell number they will use in NYC as well as emails for the person sending out REMIND texts (CLAIRE).
 - Ensure more than one Muse leader has the REMIND logon information. (CLAIRE and ROSALIE and MARY will have this information.)
 - Enter all participants' cell phones in the system. (ROSALIE)
 - Test the system to ensure accuracy by sending a welcome message on MAY 31, before the Pre-Trip Meeting. Ask them to respond to the text message. Directly call any participant who does not respond to ensure Muse has the correct cell number. (ROSALIE)
 - Set up group text messages for all NYC reminders to run automatically - see daily itinerary events. Send evening messages either before or after performances. (ROSALIE)

- Build in remainders about tipping bus drivers with recommendations for tip amounts. (ROSALIE)

Prep Material for the May 29 Pre-Trip Meeting with all participants (CLAIRE)

- Prepare a pocket folder packet (see last year's packet sample) for each advisor to include: advisor itinerary, participants flight confirmation, theater names and locations, helpful resources sheet for TRAVEFY and access to the ATTS website, Do's and Don'ts travel sheet, UD credit process and form, lesson plan templates, curriculum webpage content, a Participant Directory, and other pertinent info for the trip.
- Create an extra packet to be used as a sample easy reference for the following year's meeting.
- Create the agenda and review with Mary.
- Cross-check leader itinerary advisor itinerary for consistency of events, addresses of locations and timeframes.
- Make extra copies of necessary forms to be collected from participants in case they do not bring them to the meeting.
- Create a pre-planning event checklist with columns for Meeting, Portage, Emergency Medical form and Notes.
- Get a container to place money and credit cards forms in when collected at meeting.
- Create pre-printed stick on name tags for the participants attending the meeting.

Prep Material for the June 2 Leader Meeting (Claire, Robin)

- Create a 3-ring binder (see last year's sample binder) for the leaders with a table of contents and tabs for:
 - Itineraries (leader and advisor versions).
 - A Participant Directory (right pocket).
 - Contacts (all leaders receive the master contact list and vendor list; only some leaders will receive the tickets and purchasers, emergency contact, and alumni and presenter lists – see Mary on who they are.)
 - Checklists (leaders receive all NYC event assignments but are to make note of those for which they are directly responsible).
 - Travel (participant flight list, theater names and locations, NYC visitor info, etc.).
 - Reference (for leaders to fill in as applicable).
- Create Mary's binder to include the contents of the leader's binder plus:
 - Add to the Reference tab – hotel contract, the nonprofit status form, other key documents or copies of pertinent messages (check with Mary).
 - Add to the Contacts tab - all lists mentioned above and the list of the contact information for all NYC alumni and presenters.
 - Whitney Museum and Biennial Exhibition Tour document (left pocket).
 - Daily marked receipt envelopes for each day Mary is in NYC (right pocket).
 - Prewritten checks needed for NYC and a few blank checks for other bills that may arise (right pocket).

TUESDAY, MAY 29

Morning (Claire)

- Ensure all information and supplies are available for set up:
 - Pre-printed stick-on name tags, advisor packets, meeting event checklist, leader itineraries for those leaders attending, extra copies of emergency medical and credit cards forms, container for checks and credit card forms, Sharpie markers, Post-It notes, pens, tape, etc.
- Set up pre-trip planning meeting:
 - Ensure all tables have tablecloths
 - Place name tents at tables so all know where they are sitting (seat advisors with retired advisor mentors and their buddy/roommate)
 - Set out name tags. Have some blank name tags and markers in case someone shows who was not on the original participant list.
 - Have meeting event checklist ready to mark off and collection container ready.
 - Place advisor packets at the tables where they will be sitting.

3:30-4:00 (CLAIRE)

- When the leaders arrive, give them a draft leader itinerary for reference. Mark “draft” at the top so they know this is not the final itinerary they will receive at the June 2 meeting. These are not to be shared with advisors.
- As participants arrive, have them check their name, cell number, and email they will be using in NYC to ensure Muse has correct contact information.
- Collect portage fees or credit card forms and place in container.

4:00-6:00 pm

- Welcome comments and introduction of self.
- Begin program by providing overview of Suzy Bassani’s vision for the NYC trip. Introduce the leaders. Have advisors introduce themselves by stating name and school represented. (MARY)
- Give overview of the packet information and contents. Review pertinent info about the trip: the itinerary, the buddy system, technology to be used (REMIND texts, TRAVEFY application and the ATTS website tab, special apps and references, participant directory, etc.). (CLAIRE)
 - Remind participants to ensure they have photo IDs for the airport since they didn’t make their own travel arrangements.
 - Cover the importance of adhering to the itinerary times, etc.
 - Spend time doing a detailed, quality demo of TRAVEFY and the ATTS website. Use a hands-on approach to demonstrate how to navigate the site and look up information. (CLAIRE)
 - Review the REMIND system text messages participants will receive. (CLAIRE)
 - Answer any questions and comments. Defer any individual advisor’s detail issue until after the meeting for problem solving.

- Have an experienced advisor speak at the meeting to calm any anxieties new attendees may have about the trip
- Invite couple of experienced advisors from past trips who could serve as a source of info for first-time attendees who may have questions after the meeting

6:00 pm

- Happy Hour at Basil's

Thursday, May 31

4:00-5:15 pm

- Leaders meet in Muse Machine Conference to receive binder updates.
- Prepare an agenda which includes a review of the binder contents, the itinerary and checklists, a demo of technology (TRAVEFY, ATTS website, and REMIND review) and time for Q&A (CLAIRE)
- Mary provides initial comments and reminds leaders to highlight any part of the leader itinerary for which they have an assignment. (CLAIRE)
- Conduct TRAVEFY and ATTS website review along with other apps they may find useful. (CLAIRE)
- Remind leaders of the June 5 meeting in NYC and final comments. (MARY)
- Give sandwich order information/credit card information for order to Patti. (CLAIRE)

Friday, June 1

- Confirm final guest count for opening dinner at Rosa Mexicano with Suzy (CLAIRE).
- Contact Rosa Mexicano (Event Planner: Jacqueline Vasquez; 212-835-1740; jvasquez@rosamexicano.com) and confirm number of guests (the final headcount is due three days before the event).

SUNDAY, JUNE 3

Note: Most leaders arrive in NYC Sunday, June 3 and Monday, June 4. Three staff leaders (CLAIRE, LINDA, CAROLYN) will arrive Tuesday, June 5. **See ATTS 2018 Flight Schedule for details.** All participants are staying at the Millennium Hotel 145 W. 44th Street, NYC 10036 respectively. The Muse Suite is the Conference Room on the 52nd Floor of the Millennium Hotel; the leader hotel rooms are also on that floor.

- Bring Muse credit card to NYC (MARY)

Muse Conference Room set up and hotel follow up.

- Contact: Christina Gonzalez, Tour and Travel Manager, D +1 212 789 7583, christina.gonzalez@millenniumhotels.com. *Order Number: 0618MUSE18.* (SUZY, MARY, PATTI)
- Speak with hotel about the June 5 arrival schedule of advisors. Ensure hotel rep is available in the lobby when they arrive and baggage will be kept until check in at 3:00.
- Speak with the hotel about early housekeeping each day so the Muse Suite is clean for the day's activities.
- Check to see if housekeeping can provide more ice in the room prior to each event and /or on a regular schedule.
- Buy supplies, food and beverages for each event as applicable and store in kitchen. (Supplies list?)
- Set up a separate working area for supplies and other material to be handed out to participants in Muse Conference Room.

MONDAY, JUNE 4

10:00 am - noon (MARY)

- Muse Conference Room – Meet with Summer Institute Teaching Artists Seton Hawkins (Jazz at Lincoln Center) and Eli Yamin (Jazz Power Initiative). MEETING INVITES?

2:00 pm (MARY, PATTI)

- Prepare Muse Conference Room for the NYC Leader Preparation meeting. Put out binders, name badges, lanyards, and any other supplies on a table so it can be easily passed out when participants arrive. Set out supplies, food or beverages as applicable.

4:00 pm (SUZY, MARY)

- NYC Leaders Meeting. Pass out binders to those unable to get them in Dayton prior to leaving. Give each leader their name badge and lanyard. Remind them these should be worn for all activities, but not on the street. MEETING INVITES?
- Review final leader itinerary and all tabs in the binders in case there were last minute changes. Have a Q&A session. (MARY)
 - Review leader assignments. Remind leaders to highlight any part of the itinerary for which they have an assignment.
 - Leaders are to give the completed event checklists to Mary at the end of each day as applicable. If an advisor is unable to attend the Welcome Event, give the ticket event envelope to their buddy to give to them. Note this on the event checklist.
 - Have leaders jot down any thoughts, ideas or instructions that may be helpful to have a more complete future leader itinerary. This should be done on an ongoing basis throughout the trip and shared at the debrief meeting on June 21 after the trip.
 - Remind the leaders to sit with the advisors at the first dinner June 5 to make them feel welcome. They are also encouraged to do so for other lunches/brunches planned.
 - Review the REMIND text system being used in NYC. Automated text messages will be sent every night before or after performances. Rosalie is arranging and Claire is updated so any changes will be relayed to Rosalie or Claire.

- At some point on the trip Linda Brown, Muse Historian, will share her work-to-date and review with Suzy and the leaders as applicable. (LINDA)
- Wrap up with any final comments and remind leaders of the Debrief Meeting June 5 in the Muse Conference Room. (SUZY)

TUESDAY, JUNE 6

Note: CLAIRE, CAROLYN, and LINDA are flying with the current advisors and retired advisors who opted for the group flight.

5:00 am (CAROLYN, LINDA, CLAIRE)

- Arrive at the airport 2 hours prior to the flight (5:00am). Advisors are to be at the airport at 5:00 a.m.
- Fill out event checklist at the gate to ensure all advisors are present. (LINDA)
 - Remind the group upon arrival in NYC, they are to go directly to the baggage area to claim their luggage. The transportation company will be there to take the group to the hotel.
 - Emphasize the NYC schedule and the importance of being accountable and respecting the time of the others on the trip. More will be shared at the Welcome event that afternoon.
- Text Mary in NYC on the status of flight. (CAROLYN)

6:55 am

- Group flight departs Dayton (DAY): American Airlines Flight 5199, DAY to LGA

8:30 am

- Set up the Muse Suite for the Welcome Event (MARY, PATTI, SHARON, DOUG)
 - Set out refreshments in conference room as applicable.
 - Set out beverages, chips, ice, cups, napkins and plastic ware as applicable in Doug and Sharon's Suite for lunch pick up.
 - Ensure there are enough garbage cans for disposal after lunch.
 - Ensure the name badges and lanyards are set out on a table by the door of Conference room and ready to give to the advisors.
 - Set out participant ticket event envelopes to pass out on Mary's signal during her announcements.

8:52 am

- Group flight arrives at LaGuardia Airport (LGA). Participants collect luggage from baggage claim; meet as group at baggage claim.

9:00 am (PATTI)

- Order Sandwiches by phone from Pax Food - 225 W 42nd St, New York, NY 10036. (212) 869-3535.
- Pay by credit card (card information is on order form from Claire).

- Ask for delivery to Millennium Hotel Lobby (145 W 44th St, New York, NY 10036) at 11:30 a.m.

9:30 am

- Check in at the service center to let vendor know of arrival. (LINDA) The transportation company will meet the group outside of the baggage claim area to take to the hotel. Participants are to carry their luggage to the transportation vans. The vendor is *Go Airlink NYC*, 212-812-9000. *ORDER NUMBER TBA*.
- Ensure the vans do not leave without being full. Otherwise there may not be enough room left for all participants. Complete event checklist before leaving airport. (LINDA)

9:45 am pm

- Leaders arrive at the Muse Suite to prepare to welcome the advisors. Prepare for assignments at 10:00. (ALL LEADERS)
- Complete the leader portion of the event checklist. (DOUG)

10:00 am

- Group flight participants arrive at the Millennium Broadway Time Square Hotel. All advisors are at this hotel. A hotel rep will meet the group. All non-group-flight ATTS participants are instructed to arrive at this time as well.
- The luggage (except carry-ons will be held in the hotel baggage area until check in at 3:00 pm. Doug will oversee this step with the hotel rep. (DOUG)

10:00 am

- Upon arrival and due to the tight time frame for lunch, advisors are to proceed to Patti Giering's room (on 52nd Floor of Millennium Hotel) with their carry-on bag to leave in her room. ATTS leaders will escort them and assist with the elevator. (PATTI in room, SHARON at elevator)
- Remind teachers to bring a writing utensil and paper to the conference room for notes (PATTI)

10:15 am

- Welcome in Millennium Hotel Muse Conference Room (52nd Floor) (SUZY, MARY)
- Complete event checklist for Welcome (CAROLYN)
- Welcome Event. Advisors meet in the Muse Suite. Name badges and lanyards are given out to advisors upon arrival. (MARY, PATTI, SHARON)

10:30 am

- Interactive Workshop with Muse Alumna Susan Blackwell in the Muse Conference Room (all participants).

11:30 am (PATTI, CLAIRE)

- Meet sandwich delivery from Pax person in Millennium Lobby. Tip deliverer (There is no delivery fee at Pax). Put receipt in envelope (CLAIRE).

- Take sandwiches to Doug and Sharon's Suite.
- Organize cans of soft drinks, bags of chips, and napkins for easy pick up by advisors.

12:00 pm

- All participants pick up lunch in Doug and Sharon's Suite.
- Direct trip participants to bring their meals to [redacted] to eat.
- Direct participants to throw their garbage [redacted].

12:30 pm (PATTI, CLAIRE, SHARON, DOUG)

Store any remaining food and drinks.

1:00 pm

- ATTS OVERVIEW with Bob Lear in Muse Conference.
Opening comments are given. Suzy introduces Bob Lear, content expert, who will deliver the ATTS Overview.

Payment info: Bob Lear has been paid by check pre-seminar.

2:45pm

- Announcements – Mary reviews key items for the advisors. (MARY)
 - Let advisors know name their name badge and lanyard should be worn for all activities, but not on the street. Point out the pocket on their name badges should they choose to use it for tickets and small items.
 - Remind advisors they will be walking to most events so wear comfortable shoes; for evening remember to have a wrap.
 - Review the REMIND message system. Each night at 7:00 a text message will be left explaining the next day's activities and key facts. (CLAIRE)
 - Emphasize the NYC schedule and the importance of being accountable to the itinerary and respecting the time of the others on the trip.
 - Remind advisors to be thinking about their lesson plan.
 - Set the expectation when walking the city or taking a cab back to the hotel, be sure to do with your buddy or other participants.
 - Explains the ticket event envelopes - the envelopes are then passed out to participants for the week by some leaders. (SHARON, DOUG)
 - Set expectations for advisors to arrive at each theater event 30 minutes prior to show time.
 - Remind advisors check in is at 3:00 and dinner is on their own. Everyone is free to familiarize themselves with the hotel and their surroundings after that.
 - Remind advisors to arrive at Rosa Mexicano at 5:00 p.m. for Welcome Dinner.
 - Then, the group will attend New York Philharmonic: Mozart's 'Eine kleine Nachtmusik' and Tchaikovsky. They need to arrive at David Geffen Hall (10 Lincoln Center Plaza) at 7:00 p.m. for the 7:30 p.m. performance.
- After advisors have left, leaders clean up the room (CLAIRE, CAROLYN, LINDA, PATTI)

3:00 pm

- ATTS leaders greet advisors at the registration desk and mingle among them as a resource for questions/help. (DOUG, SHARON).
- Advisors check into rooms and get settled. They then have free time to familiarize themselves with the hotel and surroundings.

5:00 pm

- Participants arrive at the Welcome Dinner (provided by Muse Machine) at Rosa Mexicano, 61 Columbus Ave, New York, NY 10023. Event Planner: Jacqueline Vasquez; 212-835-1740; jvasquez@rosamexicano.com. This event is confirmed for 40 guests and under the name “Suzy Bassani.” Claire confirmed the headcount on Friday, June 1.
- Leaders sit with advisors to provide a friendly welcome and set the stage for a good week. Provide opening comments and introduce any other guests that have joined the group for dinner.
- Enjoy dinner.
- The payment (including gratuity) for this dinner will go directly on Muse’s credit card, which is on file with the restaurant. Per Therese’s instructions, Claire reviews the final bill and that she gets a copy of that upon the end of the event. (CLAIRE)

7:00 pm

- Arrive at David Geffen Hall, 10 Lincoln Center Plaza (across the street from Rosa Mexicano).

7:30 pm

- Enjoy New York Philharmonic: Mozart’s ‘Eine kleine Nachtmusik’ and Tchaikovsky at David Geffen Hall, 10 Lincoln Center Plaza.

9:00 pm

- Performance ends. It is 90 minutes with no intermission.
After the show, participants explore the city. Walk or take a cab back to the hotel with your buddy or other participants.

9:30 pm

- An automatic group text is sent through the REMIND system:
 - Tomorrow’s seminars begin promptly at 9:00 am in the Muse Conference Room.
 - Wednesday’s breakfast, lunch and dinner are on your own.
 - You need both *Angels in America* tickets on your person for Wednesday afternoon and event.

10:00 pm

- ALL LEADERS meet in the Muse Conference Room for a short meeting to debrief the day. Suzy leads the discussion and Mary captures notes. (SUZY, MARY)

WEDNESDAY, JUNE 7

8:30 am

- Prepare the Muse Suite for the seminars for the day. (MARY, PATTI, CLAIRE)
- Make sure that water bottles are available for three morning speakers (John Sheehan, Elizabeth Ireland McCann, Alex Finke).
- Stand by lobby elevators to greet advisors as they return from breakfast. Remind them that the Muse Conference Room is on the 52nd Floor (PENNI and THOM).

9:00 am

- Seminar: Seminar: Angels in America with Bob Lear, Muse Conference Room, Millennium Hotel - 52nd Floor
- Introduce Speaker (SUZY)
- No break after speaker

10:00 am

- Speaker: Michelle V. Agins. Agins is a Pulitzer prize-winning photographer for the New York Times.
- Introduce Speaker (SUZY)

11:00 am

- Announcements (MARY)
 - Remind participants to check their tickets for the afternoon and evening (*Angels in America* parts I and II).
 - Remind participants that lunch and dinner is on their own. They need to be at the Neil Simon Theater (250 W 52nd Street) at 12:30 pm and 6:30 pm.

11:15 pm

- Lunch Break

12:30 pm

- Arrive at Neil Simon Theatre, 250 W 52nd Street, for *Angels in America, Part One: Millennium Approaches*.

1:00 pm

- *Angels in America, Part One: Millennium Approaches*, Neil Simon Theatre, 250 W 52nd Street.

4:30 pm

- Dinner Break

6:30 pm

- Arrive at Neil Simon Theatre, 250 W 52nd Street, for *Angels in America, Part Two: Perestroika*.
- Checklist:

7:00 pm

- *Angels in America, Part Two: Perestroika*. (Neil Simon Theatre, 250 W 52nd Street.) Performance is four hours and 15 minutes with two intermissions.

11:15pm

- End of *Angels in America, Part Two: Perestroika*.

11:30 pm

An automatic group text is sent through the REMIND system:

- Thursday's breakfast, lunch, and dinner are on your own.
- Thursday's seminars start promptly at 9:00 am in the Muse Conference Room.
- You will need your *Three Tall Women* ticket for Thursday night.

THURSDAY, JUNE 8

8:30 am

- Prepare the Muse Suite for the seminars for the day. Set up food and beverages as applicable. (MARY, PATTI, CLAIRE)
- Stand by lobby elevators to greet advisors as they return from breakfast. Remind them that the Muse Conference Room is on the 52nd Floor (PENNI AND THOM).

9:00 am

- Participants meet in the Muse Conference Room. Complete event checklist. (PATTI)
- Introduce John Sheehan, who leads seminar on *Othello*. (SUZY)
- When finished, thank the speaker and announce a quick break. (SUZY)

10:00 am

- 15-minute break

10:15 am

- Introduce multi-Tony Award-winning producer Elizabeth Ireland McCann (SUZY)
- When finished, thank the speaker and announce a quick break. (SUZY)

11:30 am

- Introduce Muse alumna Alex Finke, who will discuss *Come From Away*.
- After the discussion, Announcements - review the rest of the day's activities for the afternoon and evening: (SUZY)
 - 12:30 pm: Lunch Break
 - 2:00 pm: Meet in Millennium Lobby to board group bus.

- 2:30 pm: National Jazz Museum in Harlem, Guide: Eli Yamin, Jazz Power Initiative
- 4:00 pm: Board group bus to return to Millennium Hotel.
- 4:45 pm: Dinner Break
- 6:30 pm: be at John Golden Theater for *Three Tall Women*
- 7:00 pm: *Three Tall Women*

12:30 pm

- Lunch Break

1:45 pm

- Ensure bus driver has arrived and knows the day's itinerary. (SUZY?)
- Payment for bus driver?

2:00 pm

- Meet in Millennium Hotel Lobby; board group bus.
- Complete event checklist as participants board bus (LINDA).

2:30 pm

- Arrive at National Jazz Museum in Harlem (58 W 129th St, New York, NY 10027); Meet Guide Eli Yamin outside museum.
- Introduce Eli (MARY)
- Tour of Museum

4:00 pm

- Board group bus to return to Millennium Hotel.
- Complete event checklist of participants board bus (LINDA).

4:45 pm

- Dinner Break

6:30 pm

- Participants arrive John Golden Theater (252 West 45th Street)

7:00 pm

- Enjoy *Three Tall Women*. Play is 1 hour and 45 minutes with no intermission.

8:45 pm

- After the play participants can explore the city. Walk or take a cab back to the hotel with your buddy or other participants.

9:00 pm

- An automatic group text is sent through the REMIND system telling participants of the next day's events. Add:

- Tomorrow (Friday), meet in the Millennium Hotel front lobby promptly at 9:00 pm; make sure that your ticket for *Othello* is with and that you are dressed for the whole day, as we won't return to the hotel.
- Breakfast, lunch, and dinner will be on your own.

FRIDAY, JUNE 9

8:45 am

- Ensure bus driver has arrived and knows the day's itinerary. (SUZY?)
- Payment for bus driver?

9:00 am

- Participants meet in Millennium Hotel Lobby; board group bus to Public Theater.
- Complete event checklist as participants board bus (CAROLYN)

9:45 am

- Bus arrives at Public Theater (425 Lafayette St, New York, NY 10003).

10:00 am

- Seminar: Public Theater by Kevin Landis.
- Payment for Kevin?

10:30 am

- Speaker: Oskar Eustis, Artistic Director of the Public Theater. Oskar Eustis's accomplishments include commissioning and directing the world premiere of *Angels in America* and, most recently, cultivating smash hit *Hamilton* and *Fun Home*.

11:00 am

- Tour: Public Theater

12:15 pm

- Board group bus to Rose Center.
- Complete event checklist as participants board bus (CAROLYN)

1:15 pm

- Arrive at the Rose Center for Earth & Space (at the American Museum of Natural History), 175-208 79th Street Central Park West, New York, NY 10024
- Before participants get off bus, announce:
 - that they need to return to the Rose Center for Earth & Space by 2:15 p.m. for the 2:30 tour (CLAIRE)
 - the dinner break will be in the same area after the IMAX movie
 - participants are responsible for being at the Delacorte at 7:30 for *Othello*
 - Group Bus will pick up participants at 81 Central Park West at 11:15pm – they should head straight there from the performance.

- If participants want to go inside the museum for lunch in the cafeteria, they need to enter as a group through group entrance with MARY or CLAIRE who can show group tickets confirmation.

2:15 pm

- Meet at the entrance for the Rose Center for Earth & Space at 81st Street between Central Park West and Columbus Avenue at 2:15 p.m.
- Complete event checklist (CAROLYN).
- Confirm tour at group tickets counter (CLAIRE).

2:30 pm

- Highlights Tour at the Rose Center for Earth & Space (175-208 79th Street Central Park West, New York, NY 10024)

3:30 pm

- Amazon Adventure 3D (IMAX movie), Hayden Planetarium, Rose Center for Earth & Space.

4:15 pm

- Dinner Break

7:30 pm

- Arrive at Delacorte Theater (81 Central Park West) for *Othello* (Shakespeare in the Park).

8:00 pm

- Enjoy *Othello* (Shakespeare in the Park) at the Delacorte Theater.

11:15 pm

- Board group bus at 81 Central Park West.
- Complete event checklist (CAROLYN).

11:30 pm

An automatic group text is sent through the REMIND system telling participants of the next day's events.

- Saturday's morning is on your own. Be at Bernard B. Jacobs Theatre at 12:30 pm for *The Iceman Cometh*. Be sure to bring your tickets for *The Iceman Cometh* and *Jazz at Lincoln Center*.

SATURDAY, JUNE 10

Note: Leaders have no duties for the day.

9:00 am-noon

- Independent Study Morning for advisors.

9:00 am-noon

- Leaders on their own.
- Box up supplies to take back to Dayton from the Muse Suite. (CLAIRE)

12:30 pm

- Participants arrive at the Bernard B. Jacobs Theatre (242 W 45th Street New York, NY 10036) for *The Iceman Cometh*.

1:00 pm

- Enjoy *The Iceman Cometh*.

5:00 pm

- Dinner Break

7:30 pm

- Participants arrive at the Frederick P. Rose Theater, 5th floor at the Jazz at Lincoln Center, 10 Columbus Cir, NYC 10023, for *Jazz at Lincoln Center: Wynton Marsalis*. The Frederick P. Rose Hall is just south of the main Lincoln Center Campus, directly adjacent to Columbus Circle, and in the Time Warner Building.

8:00 pm

- Enjoy *Jazz at Lincoln Center: Wynton Marsalis*.

10:30 pm

- An automatic group text is sent through the REMIND system telling participants of the next day's events:
 - Please remember to check in to your flights if you are leaving tomorrow (Sunday) evening. You will be automatically checked out of your hotel rooms, and you are to store your luggage in the Millennium Hotel baggage area by 9:30am tomorrow morning. Be in the Algonquin Hotel Oak Room by 10:00am.

SUNDAY, JUNE 11

9:00 am

- Participants store luggage in the Millennium Hotel baggage area. Doug to serve as resource/help if needed. (DOUG)

10:00 am

- Participants meet in the Algonquin Hotel Oak Room Algonquin Hotel (59 W. 44th St., NYC 10036) for a curriculum workshop with Carolyn Wheeler.
- Complete event checklist (LINDA).

11:30 am

- Distinguish Muse Alumni Panel Discussion, Algonquin Hotel Oak Room, Algonquin Hotel (59 W. 44th St., NYC 10036).
- Introduce the speakers and any guests in the room the advisors have not met. Thank the speakers when finished. (SUZY)

12:30 pm

- Move to the Algonquin Hotel Dining Room for a Farewell Brunch.
- Reference Number: M-BS4GB4C Contact: Gabriela Jimenez, Phone: 212 840 6800 x 1891 Cell: 646 232 7027
- This event is paid in full by credit card prior to event.
- Make final comments and announcements: (SUZY)
 - Remind participants to arrive at the Barrymore Theater at 2:30.
 - The schedule is very tight so for those who fly out today, return to the hotel immediately after the theater for departure to the airport.
- Place any receipt in the daily envelope. (CLAIRE)

2:30 pm

- Participants arrive at the Schoenfeld Theatre (236 West 45th Street New York, NY 10036) for *Come From Away*.

3:00 pm

- Enjoy *Come From Away*.

5:00 pm

- Group flight participants meet in the Millennium Hotel front lobby to depart for airport. Participants are to carry their luggage to the transportation vans. The vendor is *Go Airlink NYC*, 212)-812-9000. No Order# available. Oversee the loading of luggage into the vans. (DOUG)
- Ensure the vans do not leave without being full. Otherwise there may not be enough room left for all participants. Complete event checklist. (LINDA)
- Leaders bid farewell to group flight participants as applicable. (LEADERS).

Do an informal review over dinner of the changes for master itinerary with leaders who are not leaving NYC until the next day. Ensure they have their ideas captured on the leader itinerary. (SUZY, MARY, PATTI)

7:00 pm

- Group leaders still in New York meet for dinner and debrief. Assign a note-taker who is responsible for sending notes to Mary.

8:35 pm

- Group flight departs from LaGuardia Airport (American Airlines 4757)

9:30 pm

- Group flight arrives at Washington Reagan (DCA).

10:00 pm

- Group connecting flight departs from Washington Reagan (American Airlines 5143)

11:25 pm

Group flight participants arrive at Dayton International Airport.

AFTER NYC Trip during JUNE 11-15

- Send thank you flowers from Muse to any non-paid presenters (MARY, CLAIRE)
- Finalize the Program Evaluation within 2-3 days after program end. (MARY, MICHAEL SIKES)
- Send out to Program participants within 4 days of program end. (CLAIRE)

WEDNESDAY, JUNE 20

4:00-5:15 pm

- Hold Debrief Meeting with leaders and staff to collect ideas and changes to the leader itinerary. Add new ideas and known changes for 2018.
- Suzy Bassani to participate via FaceTime using a tablet. (MARY, CLAIRE)