

# Application Information Page

## 2024 European Concert Tour

Updated March 16, 2023

### 1. Application form

The 2024 tour application form can be located on the CYSO website, [www.cyso.us](http://www.cyso.us).

The completed form can be sent—

- via email attachment to [burkhardtd@comcast.net](mailto:burkhardtd@comcast.net) or
- mailed to Dennis Burkhardt at the address at the end of this document.

Please do not hand in any tour forms or payments at rehearsals or concerts unless prior arrangement is made with Dennis.

### 2. Confidential personal reference forms

A minimum of **two** confidential personal references are required for each tour orchestra applicant. At least one reference should be from your school music teacher. If you have more than one music teacher, you may request a reference from each person, or choose the one who knows you best.

Family members, relatives or friends are not appropriate choices for completing these reference forms.

You are responsible for following up with your reference sources to make certain these forms are completed and turned in as soon as possible. Your acceptance may be delayed if these forms are not returned to us.

These are confidential reference forms, and not available to the applicant. Please ask the person who completes your reference form to send it directly to Dennis Burkhardt, and not to the applicant.

### 3. Auditions and interviews

Auditions may be required; interviews typically are required. When your application documents have been received, we will contact you in regard to any audition and/or interview that will be needed.

Note: Please send in your completed Application Form as soon as possible. There have been occasions where an instrument section has filled and no additional applications for that instrument were accepted.

#### **4. ACFEA**

In business since 1955, ACFEA Tour Consultants is based in London, UK and has an office in Edmonds, WA. CYSO has worked successfully with ACFEA since at least 2002. ACFEA specializes in custom concert tours and is staffed by musicians.

#### **5. Payments**

Tour payments must be received in a timely manner. Our contract with the tour company, ACFEA, requires periodic payments from CYSO to ACFEA.

We realize that it would be helpful to have scholarships or financial supports available to assist with the cost of the tour. Unfortunately, this is not available.

#### **6. Travel insurance**

Travel insurance is not included in the tour. While this is an additional cost, ACFEA and CYSO highly recommend that all participants seriously consider obtaining travel insurance.

ACFEA lists a travel insurance option at [my.travelinsure.com/acfea](http://my.travelinsure.com/acfea) or 855-874-0156. This is through USI Affinity Travel Insurance Services.

You can choose any travel insurance company that suits you. If you do a Google search for "Travel Insurance International" you will see a variety of choices. This can be a bit overwhelming, and some websites will guide you through several company options by asking questions about what you want to include.

One concept to note: With most travel insurance companies, it is important to purchase a plan within a short period of time after the initial deposit for a tour to be eligible for some of the insurance options.

All forms are to be mailed or emailed to:

Dennis Burkhardt  
CYSO Tour Coordinator  
11115 236<sup>th</sup> PL SW  
Woodway, WA 98020-5215

[burkhardtd@comcast.net](mailto:burkhardtd@comcast.net)  
206-542-7602