



ANGLICAN CHORALE OF OTTAWA

LINCOLN 2008

PRE-TOUR INFORMATION PACKAGE



ACO 2008
PRE-TOUR INFORMATION PACKAGE

OUR TOUR ADMINISTRATOR

Our own very brave Trish Brooks kindly agreed to be our "Tour Administrator", and will be working efficiently in the background, taking care of key issues like coach pickup locations and times, bag lunches, and payment of accommodation costs and other bills. If Trish asks for your assistance with something, please do what you can to be helpful; in return, she'll be seeking to ensure that everything runs smoothly for all of us.

AIRLINE TICKETS & INSURANCE FORMS

Those of you who have arranged your flights through the Chorale should have already received a copy of your Air ticket by e-mail.

It is your responsibility to check all of the documentation very carefully to ensure that there are no errors, and to advise Ross Norstrom immediately if there are any. In particular, please confirm that your flight dates and routings are correct, and that the name on your electronic ticket exactly matches your first and last names as they appears in your passport.

Please note that most of the group is covered under a group insurance policy. You should have received a pdf copy by e-mail of your insurance policy. If you have not received it please contact Ross Norstrom. The group policy documents will also be kept by the Tour Administrator.

Those of you who have arranged your flights yourself, please check your dates and other details are correct, we really really do want you to come on the trip.

FLIGHT SCHEDULE CONFIRMATIONS

It is generally a good idea to confirm flight times (both outbound and return) by calling your airline's flight information line a day or two prior to departure.

If you have purchased your flight through the Chorale and are travelling on the standard group dates (i.e. 5 July out and 21 July return), the confirmation will be taken care of by our Travel Agent for the outbound flight and by the Organizing Team for the return flight.

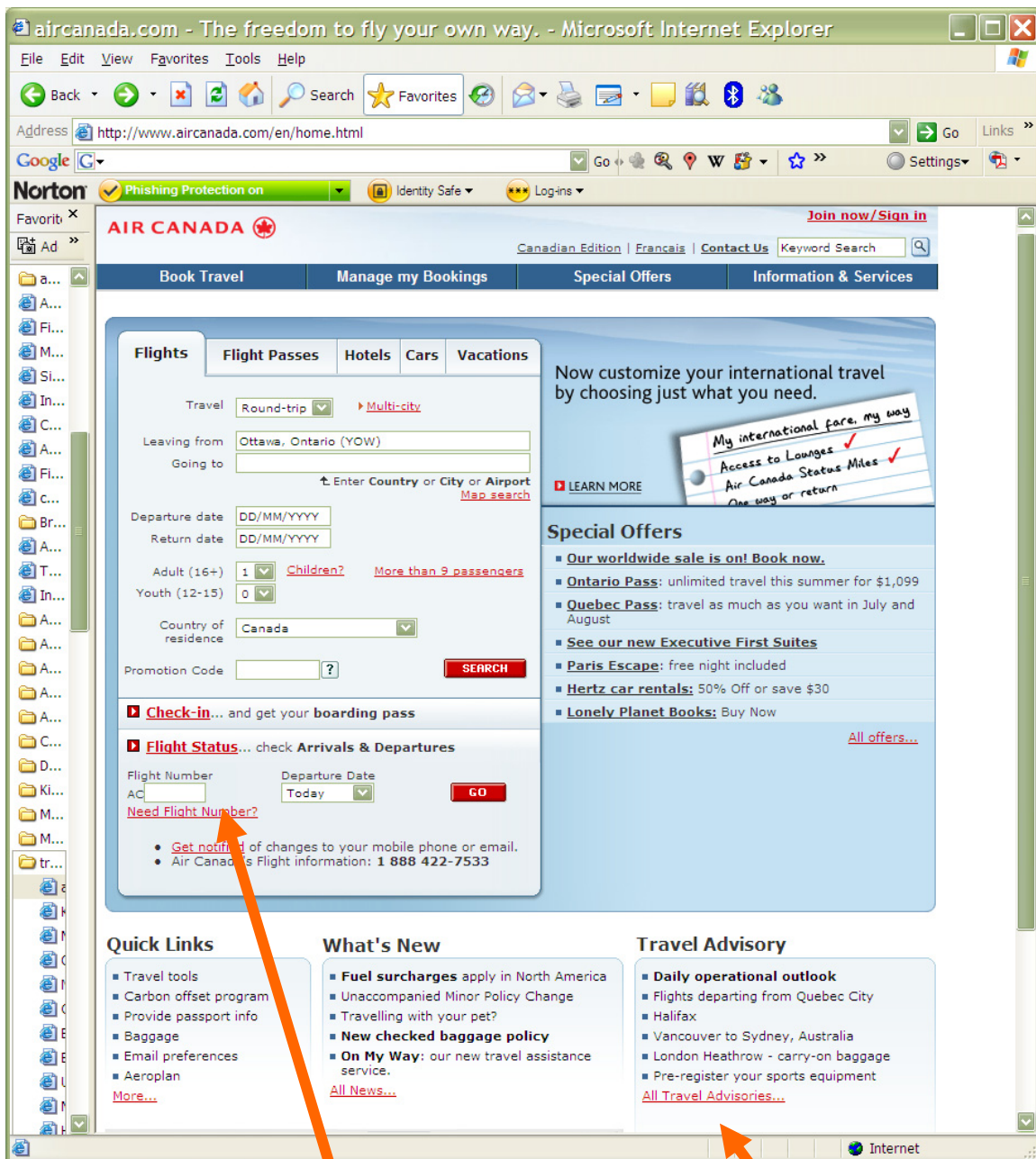
If you are travelling on any other flight (e.g. if you are returning on a later flight than the rest of the group), you will be responsible for confirming your own flight.

- The Air Canada number is 1-888-247-2262 in Canada
- 0871 220 1111 in the UK
- checking Air Canada departures in UK is: 0871 220 7220

SEE ALSO OUR "HOW TO" CHECK FLIGHT STATUS PAGE

How to Check the flight status on 5 July

Go to this website: <http://www.aircanada.com/en/home.html>



Enter your flight # here

Check advisory list here

If you are on the ACO Group Ticket please please please **do not** do any on-line check-in, get boarding card etc...

AIRLINE SEATING ARRANGEMENTS

People who have travelled with us before will remember that we have sometimes experienced considerable problems with seating arrangements, particularly on the flight over. The problem is that when group bookings are made, the airline pre-assigns several blocks of seats in a way that makes it difficult to accommodate everyone's seat preferences (e.g. "window", "next to...").

As long as we get the block of seats that we're supposed to get, we'll be able to do some shuffling around within the group to accommodate individual requests as much as possible - in particular we'll arrange for couples to be seated together.

How can you help, you ask? **PLEASE, PLEASE, PLEASE - WHEN CHECKING IN AT THE OTTAWA AIRPORT, DO NOT ASK FOR A NEW SEAT LOCATION!** Just take what they give you, and we'll sort things out later. If you ask for different seats when you check in, then that will completely confuse the arrangements for the rest of the group. Instead, if you really dislike the seat that you were assigned (e.g. if you and your spouse are not sitting together), please speak to Trish Brooks while we're waiting in the departure lounge, and we'll try to arrange for an unofficial "seat shuffle" within the group.

Please note, however, that there is a limit to what we can do in terms of specific types of seats. For example, we will likely be assigned only a few window seats and no "bulkhead" seats. If Trish asks you to participate in the seat shuffle (so as to accommodate couples who have been inadvertently separated, etc.), your cooperation would be very much appreciated.

OTHER TRAVEL DETAILS

1) Please plan to be at the Ottawa airport **at least two hours in advance** of the official departure time. Barring an unexpected late schedule change, the departure for our first flight to London will be at 6:40 pm, meaning that you need to arrive at the airport by 4:30 pm at the latest. When you arrive, please don't head straight for the check-in line - **wait for directions from Trish**, as we may have arranged for a single check-in agent (familiar with our requirements) to be assigned to us.

2) Both dinner and a light breakfast will be served on the flight (often served only three hours apart!).

3) As aircraft cabins can sometimes be rather cool at night, make sure you have a sweater or sweatshirt in your carry-on luggage, as well as the usual minimum items required to get by for a day if your luggage has instead been routed to French Guiana.

4) If you have never experienced "jet lag" before, you may wish to note the following. While there are any number of strategies for coping with jet lag, the majority opinion seems to be that it is best not to sleep during the day of your arrival, but rather to force yourself to stay up until the early evening, and then have a long night's sleep. (We'll try to help by arranging group activities which assist with the "staying up" part.) The more sleep you manage to get on the flight, and even on the night or two before we leave, the less challenged you will feel as you struggle through that first day.

5) You are reminded that it is a criminal offence to even joke about having bombs or weapons at an airport or on an airplane. Even if a person were to quickly follow up with "I was just joking", airport security is obliged to undertake a full investigation of the incident, meaning that the person would at least miss their flight. The airline would have no obligation to refund the fare or provide transport on a later flight. (Please see also the comments under "Luggage Allowances" below.)

6) You might want to carry a photocopy of the identification page in your passport with you, or perhaps swap photocopies with a fellow traveller. If you were ever to lose your passport, this can be helpful. Similarly, if there is medical information about you that someone else might need to know at some point (e.g. condition, treatment, contact information), you might want to write it down and give a copy to a friend. If you would like to provide the tour organizers with medical information or emergency contact information, please email the relevant information to Trish Brooks before the trip begins, or give it to her on a letter-sized, hole-punched piece of paper at any point after the tour begins, and she'll file it away in the binder of documentation that we carry with us. *Please see our special e-mail sent on how to get this information to Trish.*

TOUR ITINERARY

The tour itinerary is available on the website, and in a handy one-page printed version. Each traveller in attendance at the last rehearsal will be given two copies of the printed version - one to bring with you, and one to leave at home with family. Trish will have additional copies available for distribution on our arrival in London. The paper version also includes contact numbers for all the places we will be visiting; this information is also available on both the choir members' website and our "fan club" website (see below).

"PACE THYSELF"

On the subject of the itinerary, it has been noted on some past trips that not all travellers have been equally successful in managing their share of the "corporate energy account". Simply put, we do a disservice to ourselves and to our fellow group members when we are not able to offer our very best due to fatigue and/or lack of sleep.

In short, it would be foolish to leave Cambridge already feeling that you're drained and haven't had enough sleep. Grab a quiet moment or two when you can, get a good night's sleep - each day, not cumulatively! - and try to keep all things in moderation.

DID YOU REMEMBER TO PACK ...

We are sure most of you are experienced international travellers and packers. There are a few things, however, which don't always occur to everyone, so we've noted some of them below:

- Sweater in your carry-on for the flight
- Bathrobe (particularly important given shared bath/shower facilities in some locations)
- "Flip-flops" for your feet between room and shared shower
- Soap in suitable container
- **Towel** (not provided at all locations). Note that large plush towels are a bad idea – they take up too much space, and take forever to dry in humid weather.
- Travel Alarm Clock
- Compact flashlight
- Umbrella (especially important this trip given additional outdoor activities)
- Labelled hangers and a lightweight garment bag for your cassocks/surplices
- Sunscreen, sunglasses
- Copy of eyeglasses prescription (or second pair)
- Copy of any drug prescription and preferably a note from your physician (drugs should be in original containers)

SEE ALSO OUR PACKING CHECKLIST PAGE

MUSIC LIST

As well as everything on the Music List, you will also need a copy of the final version of the ACO Psalter (to be distributed at rehearsal), a black folder (with pencil) and perhaps a large envelope (or something similar) in which to keep all the music you don't need for a particular service.

LUGGAGE ALLOWANCES

STOP PRESSES !!! Air Canada has just changed their Baggage rules, and effective dates fall right in the middle of our Trip (Murphy 's Law) so I suggest we get an official info from Air Canada and discuss this at our last rehearsal weekend.

So please note ** the following information is not yet confirmed:**

One large checked suitcase: Please note that new luggage allowance rules have come into effect !!!
In order for a checked suitcase or bag to be carried without charge, it must now weigh no more than **23kg (50lbs)** and must have "total linear dimensions" (length+width+height) of no more than **158cm (62inches)**. An "excess baggage charge" of \$75 to \$100 is payable for each restriction that is exceeded – that might be \$200 if it's both too heavy and too big – **but in no case can a bag exceed 32kg (70lbs)** or have a total linear dimension of more than 292cm (115inches).

(While a second checked suitcase with the same restrictions MAY BE permitted by the airline, this is very much discouraged, as we could have difficulty finding room for it in the luggage compartment of our coach.)

Air Canada says... One carry-on bag and 1 Personal Article: - The maximum allowance for your main carry-on bag remains unchanged from the time of our last trip – it cannot weigh more than **10kg (22lbs)**, nor can it exceed **23cm x 40cm x 55cm (9"x15.5"x21.5")**, which is roughly the amount of space under the seat. What has changed is that these restrictions are now much more likely to be enforced.

Carry-on rules: <http://www.aircanada.com/en/travelinfo/airport/baggage/carry-on.html>

You are very much encouraged to read Air Canada's web pages on the subject of luggage, which also provide guidance as to which items must be carried in checked baggage rather than in a carry-on:

<http://www.aircanada.com/en/travelinfo/airport/baggage/index.html>

In particular, please note that any pointed object (e.g. nail scissors, thread cutters, butter knives...) will be seized if found in your carry-on luggage. As well, if you have a camera in your carry-on luggage, you should expect that you will be obliged to remove it and demonstrate it to security staff.

Please also note that the Canadian Air Transport Security Authority (CATSA) now uses screening equipment for **checked baggage** that will damage photographic film, but does not affect digital disks. The new checked baggage screening equipment is said to be similar to those being deployed at airports in the U.S. and around the world. Passengers are advised to pack their film in carry-on baggage. They point out that the equipment used for **carry-on baggage** at pre-board screening areas will not damage film with an ISO/ASA rating of under 800. However, multiple exposures of the same roll of film to a pre-board x-ray inspection may cause damage. Passengers may request a hand search at pre-board screening to avoid potential damage to film.

ACCOMMODATION AND MEAL ARRANGEMENTS

1) Please note that standard group accommodation will be mainly in student-class residences, in single rooms. While the beds provided will be of a suitable size for the average adult, please note that the dimensions of "adult" beds in England may differ from that expected in North America (most notably a little narrower).

2) We have already advised our various hosts that our group includes a few vegetarians, special diets and allergies, based on information you have provided. We cannot be responsible for the manner in which each individual facility chooses to respond to this information, but we presume that in most instances, a sufficient choice of food items will be available. Only 2 individuals have declared themselves vegetarians, so if there is an alternative vegetarian meal on offer please DO NOT take any until these two people have been fed !

3) Please note that unless you have officially arranged your own off-site accommodation in Lincoln then individual travellers should not expect any refund or reduction in costs for unused nights or meals, as our reservations in each location are group bookings based on an identical number of nights and meals for each person in the group.

4) **Meals** – Almost all meals are provided on the trip. The exceptions are

- During our time in Cambridge, only breakfast will be provided (but it will be a good one !) so that is 4 lunches and 4 suppers you will have to find on your own and at your own expense. Many of us have enjoyed picnic type meals
- The timing of our scheduled arrival at Heathrow for the flight home on 21 July assumes that you may want to find a lunch at Heathrow after checking-in

5) Charterhouse School (4 nights) – The group will be staying in the "Lockites" residence, very close to the Dining Hall. Rehearsal will be in the Ralph Vaughan Williams Music Centre, the Concert Hall, or the Chapel. We will get our daily exercise walking from Dining Hall to rehearsal.

SEE ALSO THE CHARTERHOUSE MAP PAGE

6) Cambridge (4 nights) – We will be staying St. John's College in their "Cripps" Residence. As mentioned only breakfasts will be provided whilst in Cambridge. All rehearsals in Cambridge will be at St. John's Chapel. **The ACO Mystery Tour** will be offered in Cambridge, please note it will be a walking tour, but with many chances to opt-in and opt-out along the way. The Mystery Tour is "optional" we will likely organise some kind of sign-up sheet before the day.

Note: some couples have indicated they would pay extra for Twin rooms IF they are available. St. John's has advised us that they will not be certain if any Twin rooms are available until just days before. If the number of available twin rooms is less than the number of couples willing, then an ACO priority process will be used to allocate the rooms.

SEE ALSO THE ST. JOHN'S MAP PAGE

SEE ALSO THE ST. JOHN'S INFO PAGE

7) Lincoln (7 nights) – Most group members will be staying in 3 residences (Houses) of Lincoln Minster Senior School, very close to the Cathedral. These residences are as conveniently located as any we have ever had. Some members have elected to make their own arrangements in nearby B&B-type places.

Breakfast will be provided for those staying at the Lincoln Minster School, and Lunch and Supper will be provided for all.

SEE ALSO THE LINCOLN MAP PAGE

PLEASE NOTE: NO FOOD OR DRINK MAY BE BROUGHT INTO ANY OF THE CHAPEL, CHURCH, OR CATHEDRAL STALLS !!! NOT COFFEE, NOT SLOE GIN, NOT EVEN SCOTCH !

SIGHTSEEING

Group members are reminded that in general, they are responsible for planning and paying for their own sightseeing activities, as these are not included in the tour package price. You may therefore want to give a little thought to your plans beforehand and do some research so as to make the most of your free time.

For the first day we have hired a coach for the sightseeing stop in Windsor, the cost of the coach itself is included in the tour package, but it will be up to individuals to purchase their own admissions to sites at any stop.

There will be no organized group activity or excursion of any sort on the Wednesday "dumb day" in Lincoln. It's completely up to you whether you stay in Lincoln for the day, or venture off.

Bonus ! Ross has kindly agreed to share his "what to do on a Dumb day" research with all of us.

First-time travellers are asked to note that typically there is negligible free time during the final weekend of each trip, due to the additional time required for music preparation, and Evensong services which occur earlier Sunday. **It is strongly suggested that all of your sightseeing and souvenir shopping be taken care of by the Friday evening in Lincoln.**

In all instances, please remember that rehearsal times are subject to occasional adjustments, so any plans that you may have for sightseeing should therefore be flexible.

SPENDING MONEY

New choir members often ask how much "spending money" to bring along ?

Other than the 9 extra meals, your additional expenses will largely depend on what you decide to do, eat, drink, and buy. Most souvenirs and incidental purchases are in roughly the same price range as in Canada (once the exchange rate is taken into account), but there are occasional surprises, both pleasant and unpleasant.

If you have decided to carry funds in the form of travellers' cheques, you should be aware that you may have to pay considerable service fees to cash them over there, so you might want to ask your bank whether there are special arrangements for avoiding these. For example, your bank might tell you that the cheques it sells can be redeemed without charge at branches of an affiliated bank in the UK.

The good news is that "bank machines" are now a somewhat more convenient option than they were when we first began travelling twelve years ago. Canadian bank-machine cards will usually work at machines overseas, and the associated service charges are roughly consistent with what you would pay to use another bank's machine here in Canada. However, challenges and frustrations can still occur (e.g. it may not be possible to withdraw funds from all of the accounts "attached" to your card), so we strongly recommend that you check with your bank before leaving Canada.

Please note that it is slightly more common in the UK for establishments not to accept credit cards.

A Note Regarding Tipping

As noted in the trip budget, all formal taxes and service charges are included in your "package price", but not optional gratuities.

On those occasions when the organizers feel that a group tip would be appropriate, a "hat" will be passed around the group. Often, this will be accompanied by a suggested amount per person, but each traveler is welcome to make their own decision in this regard. While it is hoped that the money thus collected will constitute an appropriate sum, the organizers may sometimes add a little extra from the group funds before the presentation of the purse.

(You might ask why we don't simply pay the whole tip from group funds, and build it into the budget. The first answer is that we'd have to charge each of you more! But more importantly, we consider that a tip is most meaningful if individual travelers have had the chance to pause and reflect on their gratitude for a job well done, and then to express that gratitude in a direct and tangible way. That's not to say, of course, that a heartfelt "thank you" isn't the most important thing you can offer.)

Just to give you an example of the sort of money we're talking about, we anticipate that we will be particularly eager to provide a generous tip to the coach driver. As most of you will know, a friendly and cooperative coach driver can make the difference between a nice trip and a superb one, and the willingness of most drivers to go "above and beyond" their formal responsibilities can be truly remarkable.

With respect to other occasions, please stay tuned for guidance - there may for example be a group collection for the Kitchen staff in Lincoln. If a group collection has not been announced, we encourage you to consider being generous on a personal basis when we leave each of our places of residence, perhaps leaving a little bit on the nightstand for the housekeeping staff.

When you are out and on your own, you may wish to tip a little for services (e.g. in restaurants or taxis) as you would here in Canada. Where service is not already included, you will probably wish to add the same rule-of-thumb 15% that is used here in Canada

Please note, however, that there is an important rule to observe in the UK: If you are drinking in an English pub (as opposed to dining in a restaurant) a tip is neither expected nor recommended.

"FAN CLUB" WEBSITE AND TOUR GUESTBOOK

Once again, we have a special "Fan Club" website for friends and family. This site contains a link to the official "Tour Guestbook", the tour itinerary, the music lists, links for places that we'll be visiting, and detailed instructions for how to contact Chorale members during the trip.

This site contains no personal information, but it's not intended for the world at large, so a password and username are required. Chorale members may use the same ones that they use to access the members' site, while friends and family should use the following:

Please note: the instructions below for accessing the Tour Guestbook will also be sent separately by e-mail to you, so that you can easily forward it to family friends before the trip.

The **Message Board** is accessible from both our members' website and the Guest site. From time to time during the trip, you may have access to the Internet, at which point it would be great if you were to add a quick note to let everyone back at home know what we've been doing. The Guest site is also used as a "bulletin board" for people back home to pass along not-particularly-urgent messages. ("Hi there, hope you're all having a good time over there. Could someone please remind Greg that he owes me a flask of 10 year-old Devon Cider?

Please feel free to check out the **Message Board** and start using it even before the trip, if you want to share such things as packing tips or sightseeing ideas.

ACO Choir **Guest Access** to Website

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For our England 2008 Choir Tour, we have setup access for family members and friends of the choir. To access the site, go to:

<http://www.acochoir.com>

username: acoguest

password: england2008

When you go to the site you must enter the above username and password and click the "log in" button.

From the site, you can click on the following tabs at the top of the page:

2008 Tour - to learn more about our trip.

Message Board - to leave a message for the choir (see instructions below).

Photos - to see pictures of the trip.

Help - Information on how to use the site

Instructions for Using the Message Board

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The message board allows choir members, family and friends to exchange messages. Messages can be created by clicking on the "Post new forum topic" link at the top of the page. Provide a subject for your message and add your message in the "body" field. When you have completed your message, click "SUBMIT" at the bottom of the page.

Other users of the system can comment on any of the messages posted by clicking on the topic of interest and then clicking on the "Add new comment" link at the bottom of the message. Add the subject of the comment and add your message in the comment field. When finished click "SUBMIT" at the bottom of the page.

If you have any questions please email davidgibson@symptico.ca or click on the feedback link on the right side of the web site.

ACO DRESS CODE

The ACO Dress Code has been established over the years to ensure that our choir members are dressed in line with the customs adopted by the churches and cathedrals that we visit in the course of our travels in Europe and the UK. In some cases, these norms may be rather more formal than we are used to in our churches here in Canada, but they must be observed by ACO members. By doing so, we convey respect for the long spiritual and musical traditions that we are part of when we are over there and for the church, the clergy and the congregations that join us in worship.

1. Generally, casual wear will be acceptable for most occasions other than services and the rehearsals immediately preceding them. While casual wear will be acceptable for all other rehearsals (e.g. during the first week at Charterhouse and for morning rehearsals at Lincoln), such aberrations as torn-knee jeans and T-shirts of questionable taste should be avoided.

2. Gentlemen should plan to wear a dress shirt, tie, and dress pants to all services. In addition, a blazer or jacket is required for the Sunday services at Cambridge and Lincoln. For those who need further guidance in this area, it is suggested that they might wish to consider an ensemble similar to that worn by some of the gentlemen on past trips: white dress shirt, dress pants, suit jacket or a blazer, conservative tie, and black dress shoes.

3. Ladies are requested to wear modest clothing that is equivalent in degree and style to that described above for the gentlemen (perhaps a light-coloured blouse with skirt or dress pants).

4. For all, please note that piercings (other than the subtlest of "studs" or tiny rings), noisy bracelets, and sandal-style footwear, open-toed shoes or sneakers are not acceptable for services, and should therefore be removed before robing. Also, please turn-off , before any Service or rehearsal, all watches, pagers, or cell phones that may go "beep-beep".

5. We are expected to wear our cassocks to rehearsals in the church choir stalls, so arrive early enough to robe before the rehearsal. Surplices are not worn **until** the procession before the service. Your surplice must be removed after the dismissal prayer that follows the recession. So, if you are not proceeding directly to the Choir's changing room, please remove your surplice.

6. As we mentioned in our communication on the subject of dress last year, it is the custom for the members of some choirs to wear academic hoods for Evensong - although this is more common in choirs that are connected to colleges and universities. Lincoln Cathedral has informed us that it is not their custom to wear academic hoods - except for one or two special Evensong services during the year. So please note that the ACO will not be wearing academic hoods on the 2008 tour.

Please, please, please, no perfumes or colognes - there are people in the Choir and in the congregation who are extremely allergic to perfumes/scents. If you arrive wearing perfume you will not be able to sing, you will be asked to sit-it-out. This no perfume rule applies to any gathering of the Choir, for any rehearsals or meetings, not just on Service Days.

ACO DEPARTMENT IN CHURCH & OTHER PLACES

2008 EDITION



How to carry your black folder

This is another update of our ever popular guide intended to further enhance the orderly, reverent and professional appearance we shall present at each of the churches we visit in the UK this summer. These points shall rule unless superceded by instructions given by the Verger (or similar) at a particular church.

1. Choir Prayers

When forming up before the service and preparing to dismiss afterwards, be alert for the possibility of Choir Prayers **and the silence** required for them. Please remember that, from the choir's standpoint, the service starts with the first of these prayers and is not over until the second choir prayer, or some other form of dismissal, has been said.

2. Processing

- Hold your black folder like the choir in the photo above - unless the folder is already in the choir stalls. In which case, clasp your hands in front of you in the region of your tummy button (see below).
- Form up in pairs with a lateral separation of about an arm's length at the shoulders.
- Establish a similar longitudinal separation between pairs as you move off.
- Maintain these separations until you reach the chancel and move into the choir stalls.
- Process at a steady pace of about one step per second - unless the Crucifer, Verger or any clergy in front of the choir are setting a different pace.
- Go round corners maintaining separations. Avoid high angular rate heel turns or any other unnatural or flamboyant cornering techniques. Please do not cut corners either.

3. Movement in the Choir Stalls

- We should always stand, sit and bow together (when in church).
- To this end, timing for all three activities will be taken from the most easterly member in the front row of Decani, who will normally be visible from most parts of the choir. Another member will be designated if this is not the case at a particular church.
- Even if you will not be receiving communion, please go with the rest of the choir to the communion rail. You will be told in advance of the service how to indicate to the clergy that you do not wish to take communion.

4. Lack of movement in the Choir Stalls

- Please sit still when not singing or standing.
- Naturally, there should be no talking during a service.
- Real or simulated sleeping should be avoided.
- Water bottles and food are not allowed in the choir stalls during services or during rehearsals. We should also avoid gum chewing.
- Attending to dental hygiene, hair combing and other personal toiletry should be carried out before the service or rehearsal (or afterwards, if you wish).
- Crossword puzzles, newspapers and other non-service literature should not be taken into the choir stalls.
- If over-heated for any reason, please resist the temptation to fan yourself using service sheets or other equipment.

5. Music Folders

- The black music folders will be used to take service music to and from the church.
- Taking only the music that is required for the service/s in question will make this easier.
- When singing, hold the music concerned in your hand. Leave the black folder on the choir stall desk top, unless otherwise instructed.

6. Management

Our Choir Marshall will be looking after processing and choir deportment generally from our arrival at the church until we leave after the service. Please keep an ear open for what he has to say.

7. Special Notes for Lincoln

- Do not bring any food or drink into the Cathedral.
- Always respect ropes, barriers and closed gates - avoids the public following suit.
- We are asked to avoid shoes with substantial or noisy heels for services.

Please see also the Rules from Lincoln Cathedral page.

All Members Please Read
Excerpts from the Visiting Choirs info packet from Lincoln Cathedral

1. On arrival

We would be grateful if you could ask each member of your choir to enter the Cathedral via the Reception Desk at all times and to let the staff on duty know that they are entering the building as a member of a visiting choir. In the past, choir members have sometimes entered through the exit and visitors have followed them. Not only does this result in loss of income but it also denies visitors access to free literature and information about the Cathedral.

2. Choir dress and conduct

We would be grateful if you could make sure that all choir members respect the area in front of the sanctuary and the high altar and do not use it as a passageway from one choir aisle to another, especially when services are about to take place and members of the congregation wish to sit quietly. Please ensure that your members walk round behind the high altar and gain access via the Retro Choir.

If the choir has a uniform, please use it for the services here. If not, please wear modest and appropriate clothes.

The choir desks are lit by fibre optic lighting, which is very expensive to repair. Please tell all members of the choir not to touch the lighting stalks on the desks.

Please refrain from eating chewing gum whilst on the premises.

3. Courtesy

The Chapter does not tolerate abusive behaviour towards its staff. The Cathedral is a busy and complex organisation run by a small staff, and occasionally things do go wrong or there is a conflict between different activities. In such a situation, please discuss matters amicably with Cathedral staff, to avoid distress to both staff and choir. The Chapter reserves the right to exclude anyone behaving in an abusive way.

An ACO note: all concerns about Cathedral operations should be addressed with the ACO TOUR ADMINISTRATOR – not the Cathedral Clergy or Staff !!!!

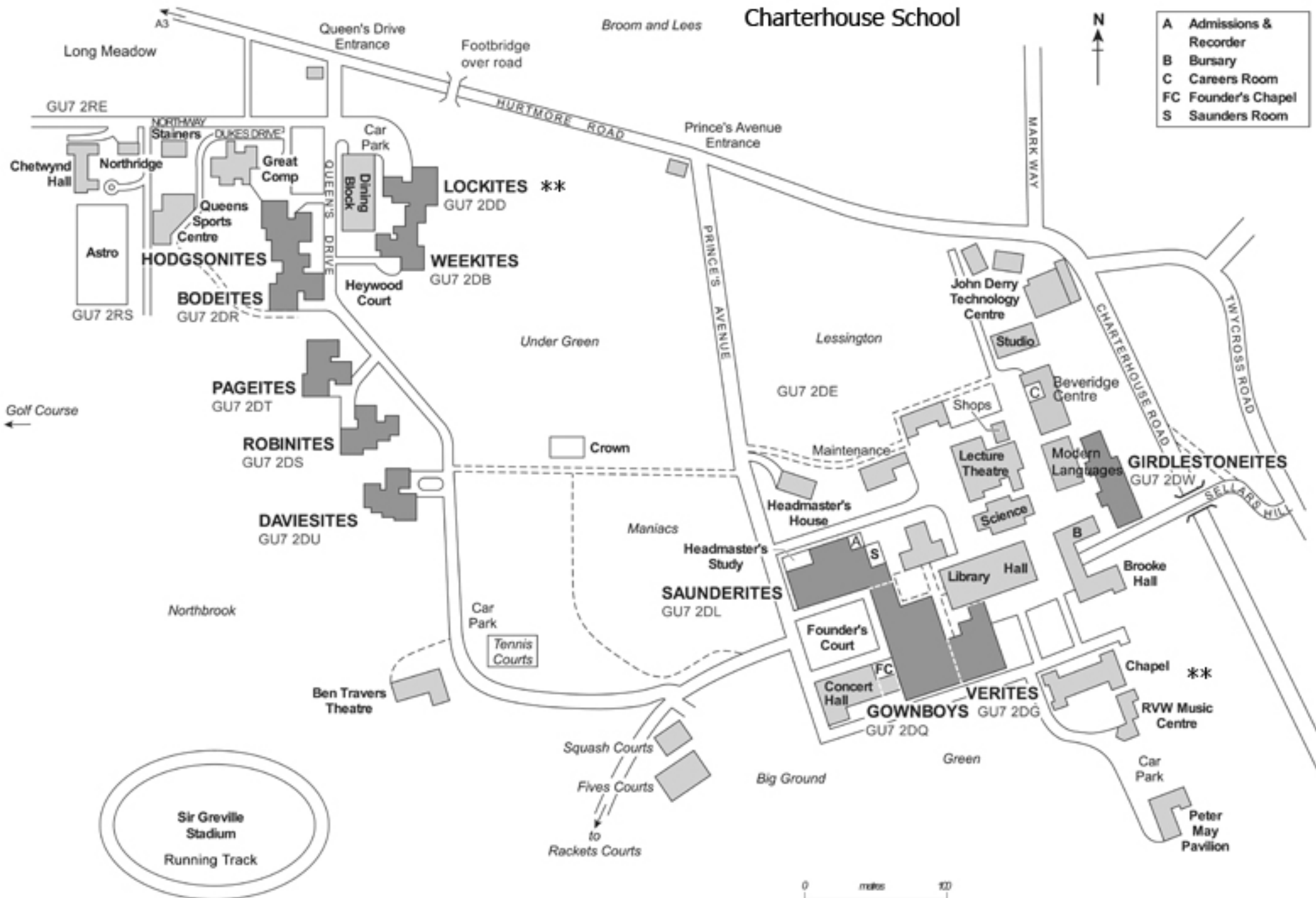
4. Order of Service

Five minutes before the service, the choir lines up in the south-east transept **in silence**. The Canon-in-Residence may greet the choir (in which case the reply is "Good morning/evening, Mr. Dean / Mr. Precentor / Mr. Chancellor / Mr. Subdean") and says a prayer. Before processing the Canon in Residence says a prayer. The choir proceeds westwards down the south choir aisle, underneath the organ from the west side and into the choir stalls. But, at the 09.30 Sunday Eucharist, all wait at the gate of the south-east transept until the Cathedral clock strikes the half hour, which is the signal for the Organist to play over the tune for the Processional Hymn and the procession to begin.

After the service the choir returns in procession to the south-east transept where a priest says a closing prayer before the choir dismisses.

Charterhouse School

- | | |
|----|-----------------------|
| A | Admissions & Recorder |
| B | Bursary |
| C | Careers Room |
| FC | Founder's Chapel |
| S | Saunders Room |



ST JOHN'S COLLEGE SPORTS FACILITIES FOR

CONFERENCE DELEGATES

Conference delegates staying in the College may, subject to the conditions set out below, use the following:

Squash

3 Squash Courts are available by the School of Pythagoras.

1. There is a charge of £5.00 per 45 minute session, per court, which must be deposited in the appropriate box in the Cripps Porters Lodge before collecting a squash court key.
2. Squash court keys must be signed for (in the name of one of the players) in the book at the Cripps Porters Lodge and will only be issued against a £5.00 deposit (to be held by the Porters).
3. Court 1 may be booked on the day of play only, Court 2 may be booked on the day prior to play, Court 3 may not be booked (but may be used if available).

It is important that the squash court keys are returned to the Cripps Porters Lodge immediately after the booked period of play.

Tennis Courts

The Tennis Courts on the College Playing Fields may be used by conference delegates, only if prior arrangements have been made with the Catering and Conference Office of St John's College. Charges will be levied at £10.00 per court, per hour.

Punts

The College owns several punts, which can be hired by conference delegates from the Cripps Porters Lodge. Punts are available from dawn-20:00 from Easter through to September.

1. Pre-booking of punts is not allowed.
2. There is a charge of £6.50 per punt, per hour, which must be deposited in the appropriate box in the Cripps Porters Lodge immediately following the use of the punt.
3. Punt keys must be signed for and the time of use entered into the book at the Cripps Porters Lodge.
4. Punts must be returned to the Punt Pool after use.

SECOND COURT

The Shrewsbury Tower is in the West range, on which can be seen the arms of the Countess of Shrewsbury who was a major benefactor to the College.

THIRD COURT

Through the archway of the Shrewsbury Tower lies Third Court built in two stages. The old College Library, which forms the North range was built in 1624. The West and South ranges followed in 1669 - 1671.

NEW COURT

The Bridge of Sighs which connects New Court to Third Court is so called because it is covered - the only respect in which it resembles the Bridge of Sighs in Venice. New Court was completed in 1831; for its period it was a very large scheme and arose out of the Colleges need to accommodate more students in the early nineteenth century.

CRIPPS BUILDING

The urgent need for new student accommodation following a post 1945 expansion of numbers was met in the early 1960s through the generosity of the Cripps Foundation (hence the buildings name) by the construction of two large new courts.

FISHER BUILDING

The Fisher Building was designed by Peter Boston and completed in 1987. It contains a range of rooms, particularly for music and seminars. The largest room is a lecture hall named after Lord Palmerston, the famous 19th century Johnian Prime Minister.

THE SCHOOL OF PYTHAGORAS

Built around AD 1200, it therefore pre-dates the College and is now the College's oldest building, originally a private house, but has had many uses and a period as a ruin in its history. The School of Pythagoras is now used as a theatre and lecture room.

Information for Guests The College

ACCOMMODATION

Please ensure that you always leave your room locked and close all windows if your room is situated on the ground floor. Should you encounter a problem with your room, please notify the Porters Lodge.

BAR

The College Bar is situated in Second Court and is open daily between 12noon-2.00pm and 6.00pm-11.00pm (Sunday 10.30pm)

CAR PARKING

Car Parking unless pre-arranged is not available in the College. If you have an official College parking permit, please display this at all times.

CATERING

Breakfast is served daily between 8.00am-9.00am in the Buttery Dining Room located in 2nd Court. The location and timings of other meals, will be indicated in your conference programme (if applicable). College food is served to a very high standard from fresh natural ingredients.

COLLEGE GATES

The majority of the College gates are closed at 10.00pm each evening. Access to and from the College is then only available via the Cripps or Forecourt Porters Lodges, these Lodges being open and manned 24hrs each day.

DOCTOR

In an emergency please contact the Fisher Building Staff or any of the Porters Lodges.

EMERGENCY PROCEDURE

Should the fire alarms sound, please vacate the building by the nearest exit. Details of assembly points for residences are displayed in each bedroom. Please familiarise yourself with this information. In the case of an emergency, please contact any of the Porters Lodges

CONFERENCE MERCHANDISE

Conference merchandise and toiletries are available from the College Bar, and are on display in the Fisher Building and is also available at the front desk.

FIRST AID

In case of emergency please contact the Fisher Building Staff or any of the Porters Lodges.

IRONS AND HAIRDRIERS

Irons and hair dryers are available from the Fisher Building.

KEYS

Please ensure room keys are returned to the Fisher Building or any of the Porters Lodges by 9am on the day of departure.

LUGGAGE

Luggage storage can be provided - please check with your Conference Organiser.

MESSAGES

The emergency telephone number is 01223 338600. Messages received on behalf of guests will be posted on the notice board in the Fisher Building reception.

TEA AND COFFEE FACILITIES

Tea and coffee making facilities are available in every bedroom.

TELEPHONES

The telephone in your room requires a phone-card which can be purchased from the Cripps Porters Lodge.

Cambridge Information

LOCAL TAXIS

Fulborn Taxis	01223 843488
Panther	01223 715715

TRAINS

Train Enquiries	09065 500 000
National Rail Enquiries	09065 500 000

VISIT CAMBRIDGE AND INFORMATION CENTRE

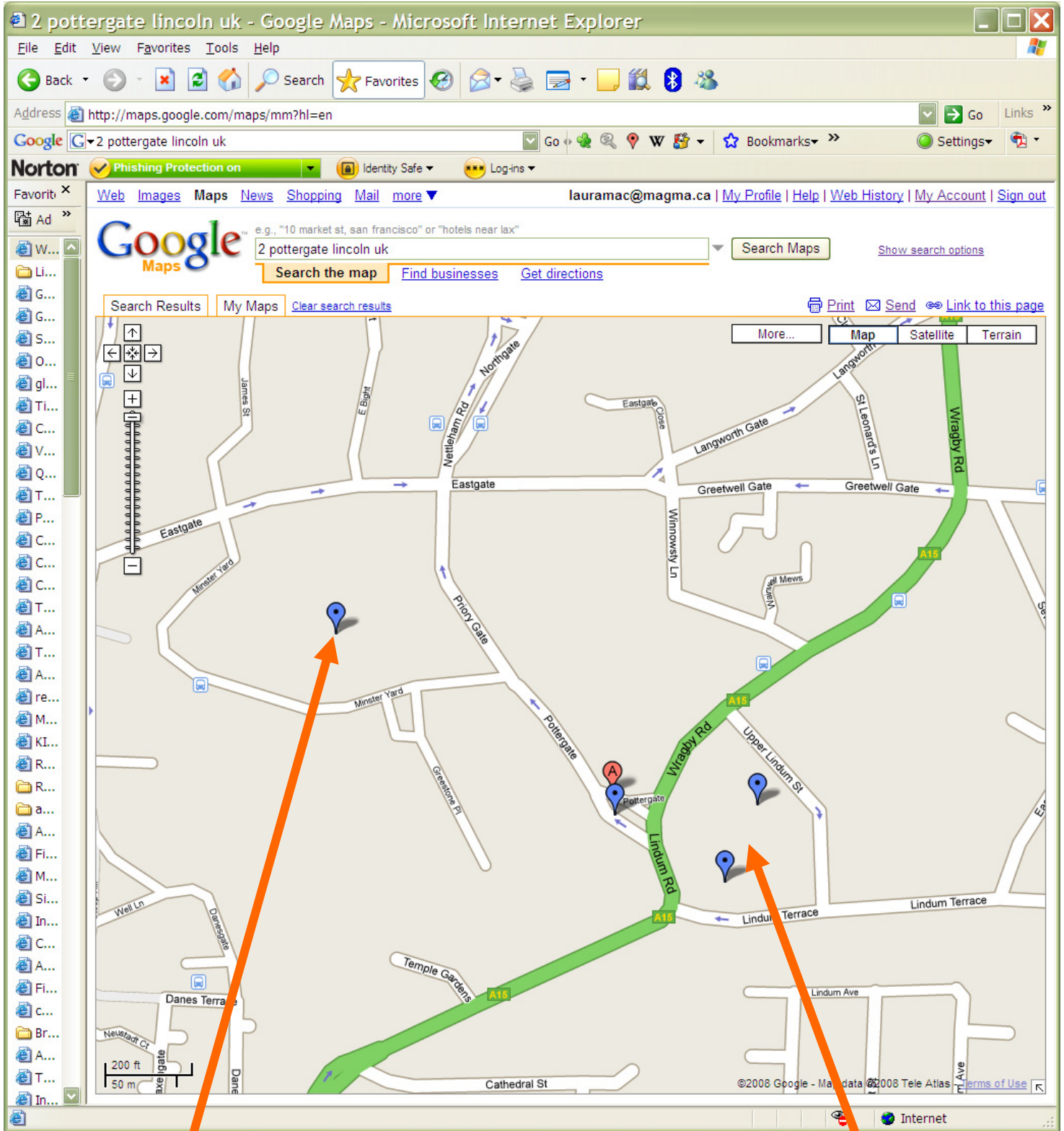
Wheeler Street	0871 226 8006
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POST OFFICES

24 Trinity Street	01223 352081
Main Post Office	
33 Regent Street	01223 352998

CINEMAS

Arts Picture House	0870 7551 242
VUE Cinema	0871 2240 240



Cathedral

ACO Houses

Lincoln

Travelers' Checklist – Bolded items are ACO STRONGLY Recommended

1st item to pack: A Positive Attitude. Travel sometimes means expecting the unexpected: delays, detours, unfamiliar surroundings, strange languages and funny money. So, remember always to take along a big smile.

PRE-DEPARTURE	
	ACO Music Packet and Psalter
	Black Music Folder
	Cassock and Surplice
	Church clothes and Church shoes
	Passport
	Health Documentation
	Transportation Tickets
	Emergency Information
	Insurance
	Currency
	ABM Card
	Credit Cards
	Trip Cancellation/Medical Insurance
	Personal Identification
	Photocopies of Documentation
	Extra pair of glasses/ Rx lenses
BASICS	
	Luggage/Travel Pack
	Travel Clothing
	Rain Protection
	Travel Footwear
	Visor or Brimmed Hat
	Camera, Film
	Video Camera, Tapes
	Water Bottle
	Reading Materials
	Address Book
	Travel Journal
	Scarf/Bandanna
	Games/Playing Cards

	Binoculars
	Travel Lock
	Luggage I.D. Tags
MAINTENANCE ITEMS	
	Electric Converter/adaptor/transformer for any electronics you bring
	Flashlight Batteries/Bulb
	Matches or Lighter
	Camera Batteries
	Mini Sewing/Repair Kit
	Portable Lightweight Travel Iron or Steamer
	Travel Clothesline & Clothespins
	Sink Stopper for Hotel Sinks
	Mesh Bag for Dirty Laundry
	Zipclose Plastic Bags
MEDICATION	
*Please consult your local health center or personal physician for help in planning your trip's medication needs.	
	Aspirin/Pain Reliever
	Cold Medicine
	Contact Lens Preparation
	Diarrhea Medicine
	Laxative
	Insect Repellent
	Sunscreen
	Sunburn Relief
	Antibiotic Cream
	Motion Sickness Medicine
	Personal Hygiene Items
	Personal Prescriptions in labelled containers !
	Vitamins
TOILETRIES	
	Comb/Brush
	Toothbrush/Paste
	Dental Floss
	Deodorant
	Soap
	Skin Care Lotions/Creams
	Make Up
	Mirror

	Manicure Articles
	Shampoo
	Sunscreen/Lip Balm
	Shaving Cream
	Blow Dryer/Irons – but only if a UK voltage
	Towel and washcloth
HOME CHECKLIST	
	Stop deliveries
	Have Post Office hold mail
	Arrange for care of pets, lawn and house plants
	Set-up a timed lighting system
	Check timed night lighting system
	Notify local police of your absence
	Leave house key and trip itinerary with a neighbor
	Empty refrigerator
	Eliminate possible fire hazards (unplug appliances, etc.)
	Turn down thermostat
	Turn off water heater
	Store valuables in a safe place
	Lock all doors and windows