THE ARTS! EDUCATIONAL TOURS • SPRING TRAVEL PREPARATION

Student Spring Air Travel & Airport Checklist

Essential packing guidelines, TSA security rules, and airport day expectations for students & parents.

Travel Field	Trip Details	Travel Field	Trip Details
Student Name		**Departure Date**	
Airport Meeting Spot		**Arrival Time**	2.5–3 hrs prior to flight
Chaperone Name		**Chaperone Cell**	

1. Required Documents & ID (Keep in Personal Backpack — Never Check!)

- ☐ **Photo ID (Required for Ages 18+):** Any student who is **18 or older** on the date of travel must bring a **REAL ID-compliant** driver's license, state ID, or a valid U.S. passport. *(Students under 18 do not need a government ID for domestic flights, though a school ID is recommended.)*
- ☐ **International Trips Only:** Valid passport (must not expire within 6 months of return date) and signed parental travel consent form.
- ☐ **Medical & Emergency Info:** Copy of health insurance card and written instructions for any daily or emergency medications.
- ☐ **Chaperone Contact Card:** Printed card with the lead teacher/director's cell number, tour manager contact, and hotel name/address in case a phone battery dies.

2. Personal Item / Carry-On Backpack (Goes Under the Seat)

Spring flights are often full and overhead bin space runs out quickly. Pack these essentials in a backpack that stays with the student at all times:

- ☐ **1 Full Change of Clothes:** Shirt, pants/shorts, underwear, and socks (in case checked luggage is delayed).
- ☐ **Performance / Event Essentials:** Any irreplaceable uniform pieces, specialty shoes, or reeds/mouthpieces that cannot be easily replaced at the destination.
- ☐ **Medications:** All prescription inhalers, EpiPens, and daily medications in their original pharmacy-labeled containers.
- ☐ **TSA-Approved Toiletries (3-1-1 Rule):** Liquids, gels, and aerosols must be **3.4 oz (100 ml) or smaller** and fit inside **one clear, quart-sized zip-top bag** (lip balm, travel sanitizer, contact solution, travel deodorant).
- ☐ **Electronics & Chargers:** Phone, charging cable, portable power bank (**must be in carry-on—never in checked bags**), and wired/wireless headphones.
- ☐ **Empty Reusable Water Bottle:** Must be completely empty before entering the TSA security line; fill it at a water station past security.
- ☐ **Dry Snacks:** Granola bars, crackers, or trail mix (avoid puddings, yogurts, or peanut butter jars over 3.4 oz, which count as liquids).

3. Checked Suitcase Rules & Packing

- [ ] **Weight Limit:** Keep checked bags under **50 lbs** (standard airline limit) to avoid overweight baggage fees at the counter.
- [ ] **Full-Size Liquids:** Pack full-size sunscreen, shampoo, conditioner, hairspray, and liquid makeup inside the checked bag—not the carry-on.
- [ ] **No Loose Lithium Batteries:** Double-check that no portable chargers, spare camera batteries, or e-cigarettes/vapes are inside checked luggage.
- [ ] **Luggage Tag & Identifier:** Attach a sturdy tag with the student's name and chaperone's phone number, plus a bright ribbon or colored tape on the handle for fast identification at baggage claim.

4. Musical Instruments & Group Gear (If Applicable)

- [ ] **Small Instruments (Flute, Clarinet, Oboe, Trumpet, Violin):** Count as your **1 carry-on item** and go in the overhead bin. Your backpack must still fit under the seat in front of you.
- [ ] **Large Instruments (Cello, Tuba, Trombone, Percussion):** Must be packed in a reinforced hard-shell flight case with latches taped/secured if gate-checked or checked as cargo.
- [ ] **Case Name Tag:** Label the outside of every instrument case clearly with the student's name, school name, and director's phone number.

5. Airport Day Protocol for Students

- **Arrive Early:** Meet the group at the designated airport checkpoint at least **2.5 to 3 hours before departure**.
- **Dress for Fast Security:** Wear slip-on or easy-to-remove shoes, avoid heavy belts or excessive metal jewelry, and keep pockets completely empty before reaching the scanner.
- **Follow the Rule of 3:** Never walk through the airport terminal, visit restrooms, or get food alone—always stay in a buddy group of **at least 3 students** and check in with your assigned chaperone first.
- **Security Line Behavior:** Keep phones away and take TSA instructions seriously; jokes about security or bags can delay the entire group.