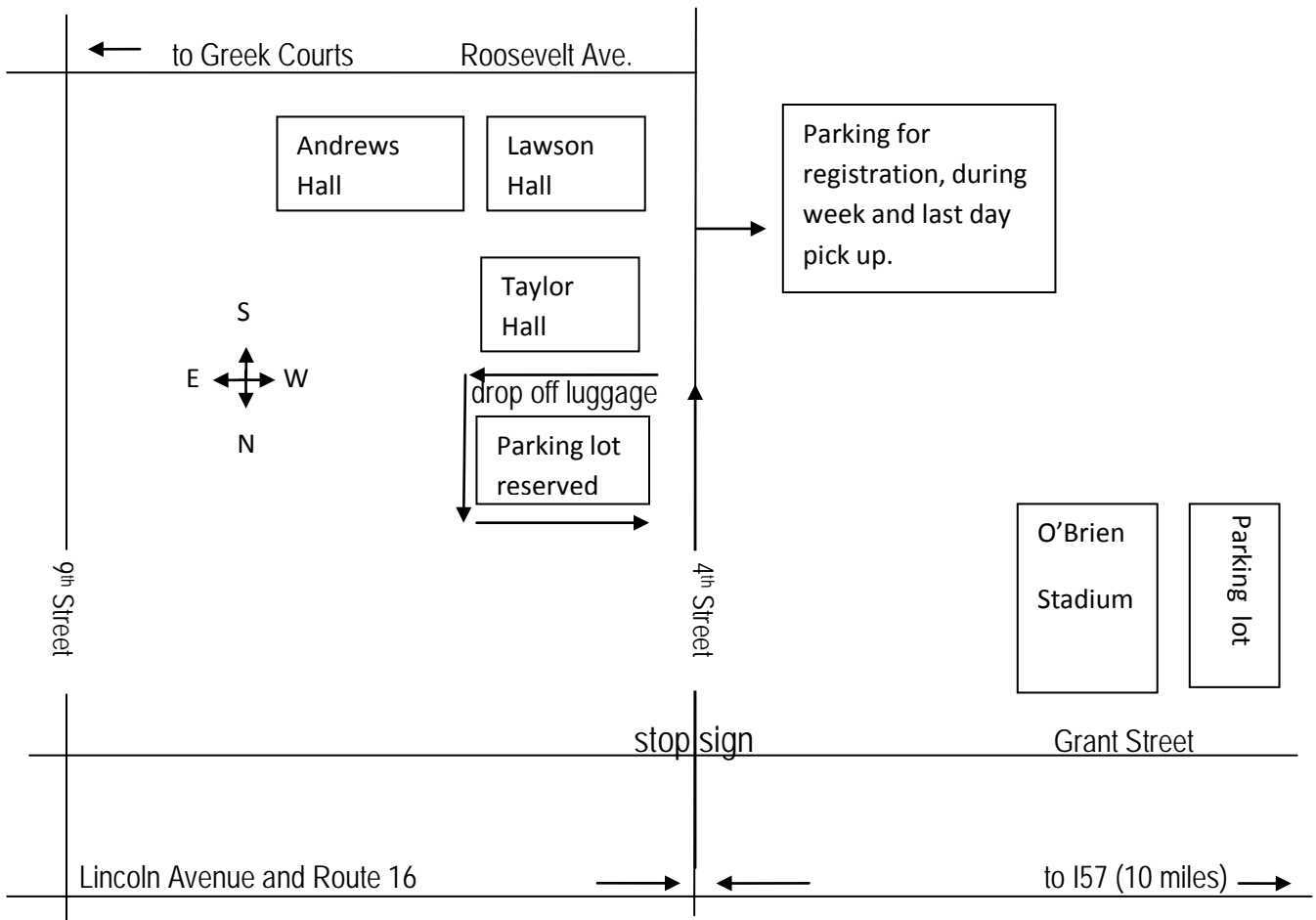


**SMITH WALBRIDGE CLINICS / WORKSHOPS INSTRUCTIONS AND DIRECTIONS**  
**EASTERN ILLINOIS UNIVERSITY, CHARLESTON, ILLINOIS**

**ARRIVAL AND DEPARTURE INSTRUCTIONS (Central Time):** REGISTRATION is in the Taylor Hall Lounge on July 6, 11 and 18 at 10:00 AM-2:00 PM and on July 9 and 16 NOON – 2:00 PM. Call if you will be arriving late (217 352-4262). Lunch is not included on the first day. The first meal provided will be dinner on the first day. Classes begin at 2:00 PM. Those arriving late are encouraged to pay the balance of their fees in advance to facilitate the registration process. The clinics conclude following the closing ceremonies around 11:30 AM on the final day. When checking out, turn in room keys before departing to avoid a \$10.00 charge. BE SURE YOU HAVE ALL BELONGINGS.

**DIRECTIONS TO THE TAYLOR RESIDENCE HALL WHEN ARRIVING FROM THE NORTH OR THE SOUTH:** Interstate 57, which runs north and south, is about 10 miles west of Charleston. Exit at the CHARLESTON / MATTOON EXIT #190A (ILLINOIS ROUTE 16, which becomes Lincoln Avenue in Charleston) going east towards Charleston. Go about 9 miles and turn right at 4<sup>TH</sup> Street, just past Arby's. Take 4<sup>TH</sup> Street south. Taylor Hall is on the east side of the street, about a ½ mile. Turn left at the drive north of the hall to unload luggage. Then proceed to the parking lot west of the dorm on Fourth Street. Do not park in the reserved lot located next to the unloading area. GPS setting: 2121 South 4<sup>th</sup> Street, Charleston, IL.

**DIRECTIONS FROM INDIANAPOLIS:** Bypass Interstate 465 goes around Indianapolis. Take Interstate 70 west, which is an exit off of Interstate 465 on the west side of Indianapolis. Go west on I 70 for about 2 hours. Exit at ILLINOIS ROUTE 130 EXIT# 119 and turn right (north). Route 130 becomes 18<sup>TH</sup> Street in Charleston. Travel north to the intersection of 18<sup>TH</sup> Street and Illinois Route 16 (Lincoln Ave.) and turn left (west). There will be a large Ford Dealership on your left at this intersection. Take Lincoln Ave. west to 4<sup>TH</sup> Street and turn left (the light past the castle). Take 4<sup>TH</sup> Street south. Taylor Hall is on the east side of the street, about a ½ mile. Turn left at the drive north of the hall to unload luggage. Then proceed to the parking lot west of the dorm on Fourth Street. Do not park in the reserved lot located next to the unloading area. GPS setting: 2121 South 4<sup>th</sup> Street, Charleston, IL.



**RECEIPTS:** A receipt will be mailed to you once you have registered. When you receive your receipt, CHECK IT CAREFULLY FOR ACCURACY. Call us if there are any discrepancies (217 352-4262). REFUNDS (minus a \$25.00 service fee) will be given to those who cancel up to 24 hours prior to the clinic. There are no refunds for students leaving the clinic early, for any reason.

**HEALTH FORM:** IT IS IMPERATIVE that a parent or guardian (or participants 21 or older) completes our health form. Bring it to the clinic. Do not mail it. SW uses this information in event of a medical emergency. If special medication is needed, bring it with written instructions on the back of the Health Form. Diabetics should provide us with their physician's instructions in advance of the clinic. **PARENTS OR GUARDIANS ARE RESPONSIBLE FOR ALL MEDICAL EXPENSES INCURRED DURING THE CLINIC.**

**WHAT TO BRING:** Bring casual clothes for hot or cool weather, alarm clock, swimsuit (optional), laundry bag, rain ponchos or umbrellas, soap, shampoo and pencil /paper for class notes. For those interested in basketball or tennis, bring your own equipment. Put identification on all clothing and equipment. **BEDDING WILL BE PROVIDED.** We suggest bringing your own towels and wash clothes since the ones provided are quite small. We attempt to dress the groups similar for pictures and the final performance. If possible bring a light colored shirt and dark colored shorts (not directors). Fans are not needed since the dorm rooms are air-conditioned. Bring some **SPENDING MONEY** for T-shirts, souvenir items, snacks, vending machines, clinic store items and pizzas which can be ordered in the evenings. For all outdoor classes bring a sun visor or cap, sunglasses, #30 or higher sunscreen, (long sleeve cotton T-shirts are great for protection from the sun).

**COLORGUARD:** Bring your own equipment. Flags, poles, rifles, sabers, gloves etc. are available for sale in the clinic store.

**MARCHING BAND & PERCUSSION:** Bring your own instruments, music stands, lyres, flip folders (winds), extra drum sticks, reeds and marching footwear and clothing ideal for marching.

**DIRECTORS DRILL DESIGN:** Bring laptops (optional), videos or previous drills for critiquing, charting or sketch paper or recordings to be used for your own drills.

**MARCHING BAND DIRECTORS:** Bring videos of your band (optional), and comfortable marching clothes.

**PHONE CALLS / CLINIC ADDRESS:** For 24 hour emergency calls to the clinic location, call 217 581-3333. SW business office: 217 352-4262. If this fails, for serious emergency situations, call Gary Smith's (clinic director) cell phone 217 766-2958. There are no pay phones in the dorm. **Taylor Hall address: 2121 S. 4th Street Charleston, IL 61920. SW will not be responsible for mail which arrives after the sessions end.**

**CLINIC STORE (credit cards are accepted):** Merchandise includes colorguard equipment, percussion supplies, various clinic wearing apparel, drum major equipment and other marching band related products. Many of the items are available at attractive discounts.

**EVENING ACTIVITIES:** In the evenings there are various activities planned for the students including a mixer with a local DJ and an outing to the Rotary Water Park which includes miniature golf, batting cages, waterslides and swimming pools. TALENT NIGHT is required attendance (optional participation) and includes skits and various talents on the last night of the clinics. Bring your own music, props, costumes, instruments or equipment needed for your performance. A piano will be available. In addition, students have free use of tennis and basketball courts located adjacent to the dorm (bring equipment). Video games and billiards are available in the Taylor Hall lounge.

**CLOSING CEREMONIES ON THE LAST DAY:** Parents, friends and directors are invited to attend the closing ceremonies in O'Brien Stadium (northwest of the dorm) beginning at 10:00 AM on July 9 and 9:00 AM on July 16 and July 23. Students will be dismissed when the program concludes at about 11:30 AM. Park in the lot WEST of the stadium, or in the lot West of the dorm. Do not park in any spots marked for staff or faculty to avoid getting a ticket. **SW WILL NOT BE RESPONSIBLE FOR THOSE WHO GET TICKETS RESULTING FROM PARKING ILLEGALLY OR NOT FEEDING THE METERS.** The rain backup is the Lantz Field House directly East of the stadium.

**CLINIC GROUP PICTURES AND DVD VIDEOS:** **MEMORY LANE PHOTOGRAPHY** will be taking pictures of the individuals and class groups. Instructions for ordering will be given at the clinic. **FLUSHING PHEASANT STUDIOS** will be producing a professional DVD of the closing ceremonies with various candid shots of the students during rehearsals. Orders will be taken on the final day of the clinic during the final closing ceremonies.

# SMITH WALBRIDGE CLINICS HEALTH REPORT

To be completed by parent or guardian, or by yourself if 21 or over. BRING TO CLINIC: DO NOT MAIL

Name \_\_\_\_\_ Dates attending SW \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (ac) \_\_\_\_\_

Emergency contact 1 # : \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency contact 2 # : \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Personal Insurance Co: \_\_\_\_\_ Policy # \_\_\_\_\_

Name of person carrying policy \_\_\_\_\_

Employer providing insurance \_\_\_\_\_

Does your insurance cover office calls ?  Doctor's Name \_\_\_\_\_ Doctor's Phone (\_\_\_\_) \_\_\_\_\_

HAVE HAD OR SUBJECT TO (mark with an "X")

<input type="checkbox"/> Headaches	<input type="checkbox"/> Polio	<input type="checkbox"/> Mumps	<input type="checkbox"/> Lung trouble
<input type="checkbox"/> Abdominal pain	<input type="checkbox"/> Typhoid fever	<input type="checkbox"/> Chicken pox	<input type="checkbox"/> Hernia
<input type="checkbox"/> Fainting	<input type="checkbox"/> Pneumonia	<input type="checkbox"/> Asthma	<input type="checkbox"/> Ear or Sinus
<input type="checkbox"/> Tonsillitis	<input type="checkbox"/> Heart trouble	<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Other _____
<input type="checkbox"/> Cramps	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Diabetes	_____
<input type="checkbox"/> Sleep walking	<input type="checkbox"/> Measles		_____

List any allergies \_\_\_\_\_

Allergic to any type of medication? \_\_\_\_\_

Date of last Tetanus Toxoid injection? \_\_\_\_\_ Under any special medical care the past year? \_\_\_\_\_

If so, what? \_\_\_\_\_

Do you know of any reason why your child should not participate in the regular clinic program? \_\_\_\_\_

1. Has he/she been exposed to any contagious disease within the last 30 days?  What? \_\_\_\_\_

Is he/she presently on medication?  If so, what? \_\_\_\_\_

List doses \_\_\_\_\_

**The undersigned parent or guardian assumes responsibility for the student while attending the clinic (s) with the understanding that the undersigned be notified immediately should anything unforeseen occur to the student. In the event the clinic is unable or shall not have sufficient time in which to locate and contact the undersigned in case of emergency, then the clinic may take such temporary measures as it deems appropriate for the welfare of the student, including medical and hospital services. The undersigned or the medical insurance company of the undersigned agrees to pay all medical expenses incurred by the student attending the clinic (s).**

SIGNED \_\_\_\_\_ Date \_\_\_\_\_

(parent, guardian, or adult clinic participant (21 or over))

## SMITH WALBRIDGE SAFETY AND SECURITY

Smith Walbridge considers the safety and security of the students and staff as the TOP priority at all times. Since 1949 the reputation of the Smith Walbridge Clinics and Workshops has been flawless with no major incidents occurring threatening the lives or health of the participants. This document is a resource for concerned parents or guardians and itemizes the policies and procedures which are instilled in the operation of all activities.

**HEALTH:** SW requires a health form to be submitted at the beginning of each session. This information is on file and available for use by the counselors if a health situation occurs. It contains insurance information, emergency contacts, special health needs, and pertinent health issues which would be helpful to a doctor should it become necessary to seek medical assistance. All of the administrative assistants are required to maintain current American Red Cross certification for First Aid to handle minor first aid situations. They are trained to call the emergency contact to assist with making emergency decisions. If the emergency contact person is not available and the situation is critical, SW takes the individual to the hospital. The health form, which is signed by the parent or guardian (for those under 21) gives SW the authority to make emergency decisions when the contacts cannot be reached. The administrative staff (5) is available 24 hours a day, carry cell phones and radios. They are all over 21 and are involved in education as teachers or are graduate students. Special notation is made for participants with allergies or special medical needs. The staff does assist with refrigerating medications. The Bush Hospital is a few miles away and has a 24 hour emergency room. ALL MEDICAL COSTS ARE THE RESPONSIBILITY OF THE INSURANCE COMPANY, OR THE RELATED PARENT / GUARDIAN. THIS INCLUDES THE COST OF AN AMBULANCE SHOULD THE SITUATION BE CRITICAL.

**COUNSELORS:** In addition to the administrative staff (5) there is a counselor assigned to each floor of the dorm. They are on duty 24 hours a day and on their dorm floor in the evening when the participants are sleeping. They supervise the students during all free time including breaks, meal times and the evening activities. They perform bed checks in the evening and make sure all participants are awake and have departed for breakfast in the morning. The counselors must be college age, or older. They are selected from SW graduates because they understand the operations, rules and regulations of SW.

**FREE TIME AND CLASS:** During breaks, meals and evening activities the students must remain in the immediate campus facilities and are supervised by the counselors. This includes transporting to various locations on campus, or to the optional water park trip. During classes the students are supervised by instructors. The head clinician for each program has a radio for contacting the counselors for medical situations. Attendance is taken in all classes (except for specialty classes which rotate) and are required unless excused by a counselor for health reasons. Water and rest room facilities are located close to all class areas.

**GUEST POLICY:** Students are not allowed to leave the campus area unless accompanied by a verified parent / guardian, or have been approved by the legal parent / guardian. The participant and guest must sign in and out of the dorm front desk. This includes early departure from the clinic.

**CHAPERONES / SPONSORS:** With the SW counselor procedures it is not necessary for groups to be supervised by sponsors or chaperones during the clinic. Sponsors and chaperones are welcome, however, to attend and participate or observe classes. They have the option to supervise and be housed near their students, or they may choose to be housed separately from the students.

**SUN AND FIRST AID:** Most all classes that are outside occur in the morning. Afternoon classes are mostly in the shade or inside or out the sun. Participants are constantly encouraged to wear hats, light colored clothes and sunscreen. Instructors are advised to carefully watch participants to avoid over exposure to the sun. Students are also advised to move out of the sun at any early signs of sunburn. Assigned instructors wear a first aid fanny pack for minor situations such as blisters, sunburn, insect bites, sprains, etc. In addition there is a first aid room in the dorm in which participants can obtain ice packs, medications, or request special medical assistance. Students are advised during orientation to seek the help of any SW staff person should there be any medical problems.

**SMITH WALBRIDGE CLINICS PUBLIC TRANSPORTATION FORM**  
**PLEASE SUBMIT AT LEAST 5 DAYS IN ADVANCE**

**EARLY ARRIVALS AND LATE DEPARTURES:** For those traveling long distances, additional nights in the dorms can be requested at a rate of \$20 per night. Additional night fee does not include meals. Students may purchase meals in the dorm cafeteria. **Other arrangements need to be made for July 23 since the dorm closes that day.** Call to make reservations for additional nights (217 352-4262). Participants will be supervised at all times. If possible, schedule departures on the final day after 1:00 PM since the final ceremony ends at 11:30 AM.

**TRAIN: AMTRAK** has a train station in Mattoon, IL, only a few miles from Charleston. The Amtrak phone is 800 USA RAIL. The SW staff will provide free transportation to and from the train station and the clinic site.

**BUS:** Greyhound and Burlington Trailways bus services the Illinois transportation terminal in Champaign. The Greyhound phone is 800 231-2222. The SW staff will provide free transportation to and from the bus station in Champaign and the clinic site.

**AIR TRAVEL TO CHAMPAIGN, IL:** American Airlines and Northwest Airlines service Willard Airport (CMI) in Champaign. If traveling by air, check fares to Champaign first since prices are frequently competitive with Chicago and Indianapolis airports. The SW staff will provide free transportation to and from the air terminal in Champaign and the clinic site (1 hour trip). If traveling by air bring a carry-on bag with items needed for one days of camp, in case your luggage is delayed.

**LINCOLNLAND EXPRESS SHUTTLES** (Book at least one week in advance): Lincolnland Express provides shuttle services to the Champaign Transportation Terminal from these locations: Chicago O'Hare International Airport, Chicago Midway Airport, Indianapolis International Airport, Bloomington (Illinois) Airport. In addition, there are several pickup locations in the Chicago area. Check their website for those locations. The SW staff will provide free transportation to and from the Champaign Transportation Terminal and the clinic site. 800 223-9313 AND 217 352-6682, e-mail lex@pdnt.com - www.lincolnlandexpress.com . Request STUDENT pricing.

**SMITH WALBRIDGE STAFF WILL ONLY PICK UP STUDENTS IN CHAMPAIGN AND MATTOON. PLEASE BE AWARE OF THE TRAVEL TIMES TO AND FROM THE FOLLOWING LOCATIONS.**

- To and from Champaign and Charleston (1hour trip)**
- To and from Chicago O'Hare airport and Champaign (3.5 hour trip).**
- To and from Indianapolis airport and Champaign (2.5 hour trip).**
- To and from Mattoon to Charleston (15 minute trip) .**
- To and from Champaign and Bloomington airport (1 hour).**

**KEEP THESE PHONE NUMBERS DURING YOUR TRIP. CONTACT US IF THERE ARE ANY DELAYS OR CHANGES OF ARRIVAL TIMES:**

**SW office: 217 352-4262, Gary Smith's cell: 217 766-2958, Bev Smith's cell: 217 202-7785,**

**Taylor Hall front desk phone: 217 581-3333 (24 hours).**

**(Keep top portion and return the bottom portion of this form)**

STUDENTS ARRIVING/ DEPARTING BY PUBLIC TRANSPORTATION COMPLETE THIS FORM AND RETURN TO:  
SMITH WALBRIDGE CLINICS - P.O. BOX 748, SAVOY, IL. 61874 FAX: 866 401-4406 EMAIL: swclinics@swclinics.com

Name \_\_\_\_\_ School Name: \_\_\_\_\_

Cell phone during travel: \_\_\_ \_\_\_ \_\_\_ Home phone \_\_\_ \_\_\_ \_\_\_

Check all clinics/workshops attending:

- |   |   |
|---|---|
| <input type="checkbox"/> Marching Percussion Clinic.      | <input type="checkbox"/> Directors Marching Band Workshop |
| <input type="checkbox"/> Directors Drill Writer Workshop. | <input type="checkbox"/> Marching Band Clinic             |
| <input type="checkbox"/> Rifle/Flag Clinic                | <input type="checkbox"/> Mace / Signal Baton workshop     |
| <input type="checkbox"/> Drum Major Clinic Session II     | <input type="checkbox"/> Drum Major Clinic Session I      |
| <input type="checkbox"/> Student Leadership workshop      |   |

SWC staff members will provide transportation from these locations, to and from the clinic site:

- |  |                        |                     |                     |                     |          |
|--|------------------------|---------------------|---------------------|---------------------|----------|
| <input type="checkbox"/> Burlington Trailways in Champaign                                 | Arrival Bus # _____    | Arrival date: _____ | Arrival time: _____ | AM or PM            |          |
| <input type="checkbox"/> Greyhound Bus in Champaign  | Arrival Bus # _____    | Arrival date: _____ | Arrival time: _____ | AM or PM            |          |
| <input type="checkbox"/> Amtrak train station in Mattoon                                   | Arrival Train # _____  | Arrival date: _____ | Arrival time: _____ | AM or PM            |          |
| <input type="checkbox"/> Champaign Willard airport   | Arrival Flight # _____ | Airline _____       | Arrival date: _____ | Arrival time: _____ | AM or PM |
| <input type="checkbox"/> Lincolnland Express Illinois Transportation terminal in Champaign | Arrival date: _____    | Arrival time: _____ | AM or PM            |                     |          |

Departure date: \_\_\_\_\_ Departure time: \_\_\_\_\_ AM or PM