



## TRAVELING WITH GROUPS BY AIR

1. All travelers 18 years and older must have a government issued photo ID in order to check in and pass through security. Students under age 18 can use a school ID. All international travelers must have a valid passport (please visit the State Department website at <https://travel.state.gov/content/passports/en/country.html> for more information about passport requirements to your international destination).
2. Make sure that all luggage is tagged with the owner's name, address, and phone number. It's also recommended that this information is kept inside the luggage as well, in case the outside tag is removed.
3. All checked instruments must be packed in hard-shell cases for protection against damage during handling. Insurance is recommended for instruments when traveling by air.
4. Check the Transportation Security Administration (TSA) website regarding prohibited items in checked luggage and carry-ons (<https://www.tsa.gov/travel/security-screening>) and inform all travelers.
5. Inform travelers about the security screening process at the airport. This information is also available on the TSA website. Photo ID and boarding pass are first examined. For passengers not holding a TSA Pre-Check boarding pass, they must remove everything in pockets, remove shoes and coats/outerwear, remove laptops from bags and place them alone in a bin, and remove the quart size plastic bag of 3.4 oz. or less liquids from luggage and place it in a bin. Knowing these points will speed the security screening process.
6. Keep baggage claim ticket until baggage has been retrieved. Instrument cases should be opened in the baggage claim area and the instruments checked for damage. If damage is detected, go to the baggage services office for your airline BEFORE leaving the airport. Even if the airline does not assume responsibility for the damage, a written report must be filed in order to process any insurance claim.

*Below is a basic guideline to assist you with completing the Air Equipment List. The dimensions and/or weights of your instruments may differ. Please indicate actual dimensions and weights of your instruments on the form.*

*The following instruments can be carried-on the plane (if in a standard size case) pending space availability: Flutes, Clarinets, Oboes, English Horns, Trumpets, Alto Saxophones, Violins, and Violas.*

Instruments That Must Be Checked	Dimensions (LxWxD in inches)	Approximate Weight (pounds)
Tenor Saxophone*	34x15x4	20
Baritone Saxophones	44x20x10	35
French Horns*	30x20x16	20
Baritones	39x19x13	30
Trombones	38x12x11	15
Bassoons	39x14x7	20
Sousaphones	39x33x18	90
Tubas	40x29x20	75
Cellos	48x24x16	25
String Basses	60x30x24	90
Snare Drums*	15x15x12	10
Tom-Tom Drums	16x16x16	15
Bass Drums	30x30x18	25
Cymbals	24x24x6	30
Electric Bass (in hard case)	62x24x4	40

\* Depending on actual size, may be carried-on or gate checked.