

ture). While abroad, requests are often made, therefore, to allow members to cash personal cheques drawn on Canadian banks through the company's management. This frequently occurs if company salaries continue to be directly deposited into the members' bank accounts while the organization is away.

If you decide to institute such a "service" on tour, you have to avoid allowing your personnel to come up at all hours of the day or night to cash cheques. One solution is to designate special weekly, or twice weekly, "banking days" when members can come to have their cheques cashed. You should ask those who want to cash cheques to hand them in the night before so that all the calculations can be made overnight and so that management can work out exactly how much local cash it will need on hand.

If you agree to do this, you will, of course, have to provide for sufficient funds being available in your touring cash flow and you might have to purchase additional traveller's cheques for this purpose before you leave Canada. You can also put an upward limit on the amount of any cheque that you will cash.

SECURITY

In the course of every foreign tour, relatively large sums in cash and cheques have to be carried from one place to another. Care has to be taken to ensure that the best security precautions are adopted at all times.

If you are changing a large sum of money at a bank, make sure that at least two people go along and that a locked case is used to carry the money. Do not walk to the bank unless it is right by the hotel or theatre. If your presenter cannot provide you with a car, take a cab and keep it waiting while you do your business.

Always use safety deposit boxes in hotels and never keep large sums of money in your hotel room whether you are there or not (unless you are doing something like paying

out per diems). In the theatre, wallets and purses are most likely to be stolen while the performance is on and the dressing rooms are empty because all the performers are on stage. Have your stage manager make one of your lockable touring boxes available before the performance so that all valuables (including passports) can be safely stowed. This box should be kept in the stage manager's corner throughout the performance.

THE AIRWAY BILL

When you hand your cargo over to an airline you will be issued with, what is in effect, your cargo's ticket of passage — the airway bill. As it is also the airline's formal receipt of your material and, as the name implies, a bill for the cost of transporting from point "A" to point "B", you must ensure that the correct number of pieces, total weight and description are entered on this official IATA form.

You, or your broker, or your presenter or his broker (if the goods are being sent C.O.D.) will have had to make acceptable credit arrangements with the carrier before the airline will accept the goods and issue the airway bill. It is vital that the agreed tariff and total cost are entered on the form. The airway bill's number is very important as it will allow you to trace your shipment if an unexpected delay occurs in its arrival. You should insist on receiving either one of the original counterfoils (if you are the shipper) or a photocopy if you are dealing through a third party such as a broker.

It is recommended that you telex or telephone the number of the airway bill and flight number to your next presenter as soon as the goods have been accepted by the airline and the form issued to you. With this information, even speedier customs clearance can be arranged in advance of the arrival of the aircraft carrying the goods.