



**Class Submission Application**  
*Please submit ONE application for each Class Topic*  
**E-Mail completed form to [faculty@handbellmusicians.org](mailto:faculty@handbellmusicians.org)**

**CLINICIAN INFORMATION**

Clinician Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ ☐ Home ☐ Cell ☐ Work

E-Mail: \_\_\_\_\_

Two references from individuals who have observed you teaching must be forwarded directly to [faculty@handbellmusicians.org](mailto:faculty@handbellmusicians.org). Please provide the names and contact information of the individuals who will be providing these references:

Reference Name	Phone Number	E-mail
1.		
2.		

Class Title: \_\_\_\_\_ No. of Sessions Required: \_\_\_\_\_

*Please consider a title that clearly identifies the topic of the class. Each class session is 75 minutes long. Classes requiring only one session will be repeated once. Those requiring more than one session will only be offered once in the schedule.*

Has this class been offered at other handbell events? ☐ Yes ☐ No

If yes, please list event name, date, and location where the class was previously offered.

Event Name	Event Dates	Event Location
1.		
2.		
3.		

**Class Description:** *Please provide a 2-3 sentence description of your class or track (100 words). This will be posted on the event website and will be included in the event program guide.*

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**Class Outline:** *For purposes of evaluating your submission for possible inclusion at Pinnacle, please provide a more detailed description of the class, your planned teaching methods, class goals, etc. (Attach additional pages if necessary.)*

**Please Note:**

Selected faculty will be compensated as follows:

**Local (resides within a 50 mile radius of the event site) or Out-of-Town Teaching Only ONE Class Topic**

- \$30 honorarium per 75 minute class session taught
- Option to attend classes and concerts during the event at no cost
- If at least two class topics are taught, Full Event Registration including all provided meals

**Out-of-Town Teaching TWO or More Class Topics**

- \$425 reimbursement of roundtrip airfare to the event
- **OR** mileage paid at the prevailing IRS rate for miles driven to and from the event up to a total of \$425
- One half of a shared hotel room at the official event hotel for each night the clinician teaches a class session at the event
- Full Event Registration including all provided meals

**Equipment Needed:** All hands-on ringing classrooms will include the following standard equipment –

- A 5-octave set of handbells
- A 3-octave set of handbells
- A 5-octave set of handchimes
- A 3-octave set of handchimes
- 1 music stand for instructor

Standard set-up will be two straight rows of tables with foam and chairs set behind the tables. Additional equipment and/or observer chairs may be added if registration numbers require. Equipment needed beyond these basics, such as percussion or Orff instruments etc., should be clearly defined. ***If you do not request equipment in advance it will not be available at the event. ALL EQUIPMENT REQUESTS must be stated on this form or sent in writing to the Faculty Coordinator ONLY.***

Minimum equipment need is based on how many class participants? \_\_\_\_\_

Minimum Handbell/Handchime Equipment needed:

☐ Standard set-up as described above ☐ Other Special Set-up (detail needs below – this will REPLACE the standard set-up)

☐ Mallets\*: (list range needed) \_\_\_\_\_ Number of Sets: \_\_\_\_\_

*\*NOTE: If you request mallets, you will be responsible for assisting the equipment team in making sure all mallets used for your class are counted and returned. For Ringing Tracks, participants will be asked to bring mallets for the position they are assigned.*

**Other Equipment:**

- ☐ Number of Music Stands: \_\_\_\_\_ ☐ Number of Bell Tree Stands: \_\_\_\_\_ ☐ Keyboard  
☐ CD Player/Boombox ☐ Flip Chart with markers ☐ Presenter table  
☐ Sound for Laptop or iPod/iPad ☐ LCD Projector/Screen  
☐ Other (please be specific and indicate what you will bring and what you need supplied):

Item	I can/will bring
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No

☐ I will use a music packet in my class/track that will be returned at the end of the class session\*

☐ My class will require participants to purchase music for use in the class/track

*\*NOTE: You will be limited to no more than 5 titles in your music packet and will be responsible for assisting the equipment team in making sure that all music is counted and returned at the end of your class.*

**Room Set-up:** Bells and chimes will be set in keyboard order. If you need a different bell/chime set-up, it will be your responsibility to adjust accordingly. Tables and sets will be arranged to fit the size of the room.

- ☐ Lecture: Rows of chairs and no tables  
☐ Lecture/Classroom: Tables and chairs in rows  
☐ Classroom with bell tables set in rows  
☐ Open room with chairs around perimeter  
☐ Other (please describe or provide a drawing) \_\_\_\_\_