



Handbell Musicians
OF AMERICA

ENDORSED EVENT Application

This application should only be used for **ENDORSED EVENTS**. An Endorsed Event is one that is presented by a member or member organization of the Guild. Please provide the information requested below and **send this form along with budget and other attachments to the Chairperson of the Handbell Musicians of America Area where your event will take place.** The Chairperson will forward the application with his/her approval to the national office for final review and approval by the Executive Director.

Event Name: _____

Event Start Date (MM/DD/YYYY) _____ **Event End Date** (MM/DD/YYYY) _____

Event Location (venue, city and state): _____

Event Description (Provide a brief description of the event including target audience and event goals):

Website for Event Information: _____

Presenting Member/ Organization: _____ **Member No.:** _____

The presenting member or organization is the entity that has financial responsibility for the event. The presenting member or organization MUST be a current member of Handbell Musicians of America

Contact First Name: _____ **Last Name:** _____

E-mail Address: _____

Primary Phone: _____ **Alt. Phone:** _____ **Fax:** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Expected Paid Attendance: _____ **No. of Other Participants:** _____

Primary Event Clinician(s): _____

Registration Fee Per Registrant: \$ _____

I have read and understand the Criteria for Endorsement and the related materials as well as reporting requirements and agree to comply with all conditions. The Criteria for Endorsement may be found at <http://handbellmusicians.org/events-networking/events/sponsored-endorsed-event-information/>.

_____ Date: _____

Presenting Member or Authorized Representative of the Presenting Organization

Attach the following to this application and send to the chairperson of the Handbell Musicians of America Area where your event will be held: (1) Event Budget, (2) Mailing Label/List Request (if desired), (3) a schedule of activities offered at the Event, (4) a list of music repertoire (include title, composer/arranger, and publisher) used at the Event and (4) request for Certificate of Insurance (if needed). If you need the address for your Area Chair, please contact the national office at 937-438-0085.

Office Use Only

Area Chair: Approve Deny (please attach written explanation)

_____ Date: _____

Area Chair Signature

_____ Date: _____

Handbell Musicians of America Executive Director Approval Signature