



# MEMBERSHIP DATA REQUEST

## Promoting Sponsored/Endorsed Events

Event Name: \_\_\_\_\_

Event Start Date (MM/DD/YYYY) \_\_\_\_\_ Event End Date (MM/DD/YYYY) \_\_\_\_\_

Primary Event Contact: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Member No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

### LABEL REQUEST

Zip Codes (*list range*): \_\_\_\_\_

OR

Guild Area(s): \_\_\_\_\_

OR

States (*list*): \_\_\_\_\_

Please attach a sample of the item to be mailed and return with this form at least 3 weeks prior to date needed to: Handbell Musicians of America, 201 E. 5<sup>th</sup> Street, Suite 1900-1025, Cincinnati, OH 45202, Attn: Data Request OR fax to 937-202-4386 OR e-mail to [mwilladsen@handbellmusicians.org](mailto:mwilladsen@handbellmusicians.org)

All requests will be sent in an Excel spreadsheet format which can be used to create printable labels in a mail merge.

On submitting this request, you agree to comply and ensure compliance with the following conditions regarding this proprietary list of Handbell Musicians of America members.

### CRITERIA FOR USE OF HANDBELL MUSICIANS OF AMERICAN MEMBER DATA\*

1. This data is for one-time use and only for promoting the above event.
2. The data file is to be used one time only for this purpose. The data file may not be sold, given to another party, or reproduced in any manner.
3. To purchase another data file for multiple mailings, please use the Membership Data Request Form found here: <http://handbellmusicians.org/membership/member-resource-center/>
4. All data files of names and addresses remain the property of Handbell Musicians of America. No other party has any proprietary rights to the names and addresses included.
5. The user must include the Executive Director, Handbell Musicians of America, 201 E. 5<sup>th</sup> Street, Suite 1900-1025, Cincinnati, OH 45202, in the actual mailing when it takes place.
6. All lists will be seeded and extra coded names will be included in the data file to insure that this proprietary information is not used improperly.
7. Requests for names and addresses of members for any use other than business of the regional Area must be made through the Guild national office. Areas, Area Leaders and/or officers are not authorized to provide this data for any reason.

\*It is the policy of Handbell Musicians of America not to provide e-mail addresses of our membership.