



EVENT REPORT

Sponsored/Endorsed Events

Event Name: _____

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

Event Location: _____

Primary Event Contact:

First Name: _____ Last Name: _____

Total Paid Registrants: _____ Directors: _____ Ringers: _____

Total Unpaid Registrants _____ Staff/Guests: _____ Concert Audience: _____

Concerts (For ASCAP Reporting):

Please provide the following information regarding any concerts offered during the event. This includes public concerts and concerts given just for registered participants. Attach additional pages if necessary.

Concert Date	Concert Time	Audience Capacity	Admission Charged

Finances (attach a copy of the Financial Report showing your actual income and expenses)

Total Income: \$ _____ Total Expense: \$ _____

Total Profit/(Loss): \$ _____

If your event generated a profit (and we hope that it did), please tell us how you plan to use these funds.

I certify that this event complied with the Criteria for Handbell Musicians of America Sponsored/Endorsed Events and other provisions set forth in materials related to these events.

Signature of Primary Event Contact Date: _____

One copy of this Event Report and the Financial Report must be submitted via email to viverson@handbellmusicians.org or by mail to Handbell Musicians of America-Sponsored Events, 201 E. 5th Street, Suite 1900-1025, Cincinnati, OH 45202

Event Date: January 1 through March 31 – report is due by April 15
April 1 through June 30 – report is due by July 15
July 1 through September 30 – report is due by October 15
October 1 through December 31 – report is due by January 15

Events that do not submit their post-event report by the above date will be responsible for paying their own ASCAP Licensing Fees.