



Handbell Musicians
OF AMERICA

SPONSORED EVENT Application

Use this form only for **SPONSORED EVENTS**. A Sponsored Event is one that is presented by an Area or sub-Area of Handbell Musicians of America. Please provide the information requested below and **send this form along with budget and other attachments to the Chair of the Area where your event will take place**. The Chair will forward the application with his/her approval to the national office for final review and approval by the Executive Director.

Event Name: _____

Event Description (provide a brief description of your event including the primary audience, and event purpose):

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

Event Location (venue, city and state, Area): _____

Website for Event Information: _____

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 Sponsorship (available at <http://handbellmusicians.org/events-networking/events/sponsored-endorsed-event-information/benefits-criteria/>) and the related materials as well as reporting requirements and agree to comply with all conditions.

_____ Date: _____

Primary Event Contract

Attach the following to this application and send to the Chair of the 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