



## MEMBERSHIP DATA REQUEST

### Promoting Sponsored/Endorsed Events

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

Event Date(s): \_\_\_\_\_ Event Day(s): \_\_\_\_\_

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, 1055 E. Centerville Station Road, Dayton, OH 45459, Attn: Data Request OR fax to 937-438-0434 OR e-mail to [shorn@handbellmusicians.org](mailto:shorn@handbellmusicians.org)

Date Format (please select one): ☐ Adhesive Mailing Labels ☐ Microsoft Excel File ☐ Data File, Text – Tab-delimited

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 labels or data file are to be used one time only for this purpose. The labels or data file may not be sold, given to another party, or reproduced in any manner.
3. To purchase more labels for multiple mailings, please use the Request for Label Purchase Form found here: <http://handbellmusicians.org/membership/member-resource-center/>
4. All labels or data file 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 and the Membership Director, Handbell Musicians of America, 1055 E. Centerville Station Road, Dayton, OH 45459, in the actual mailing when it takes place.
6. All lists will be seeded, and extra coded names will be included on the labels or the data file to ensure 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.
8. Allow 3 weeks for delivery of labels.

\*It is stated policy of Handbell Musicians of America not to provide e-mail addresses of our membership. To request an electronic copy of the Event Marketing Policy, please e-mail [shorn@handbellmusicians.org](mailto:shorn@handbellmusicians.org)