



# EVENT REPORT

## Sponsored/Endorsed Events

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

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

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 to Handbell Musicians of America-Sponsored Events, 1055 E. Centerville Station Road, Dayton, OH 45459 on the following schedule:**

- 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.**