



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 Chairperson of the Handbell Musicians of America Area where your event will take place.** The Chairperson 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 Date(s): _____ **Event Day(s):** _____

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 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 chairperson of the Handbell Musicians of America 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 1-800-878-5459.

Office Use Only

Area Chair: ☐ Approve ☐ Deny (please attach written explanation)

Date: _____

Area Chair Signature

Date: _____

Handbell Musicians of America Executive Director Approval Signature