



Class Submission Application
Please submit ONE application for each Class Topic
E-Mail completed form to faculty@handbellmusicians.org

CLINICIAN INFORMATION

Clinician Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: _____ Home Cell Work

E-Mail: _____

Two references from individuals who have observed you teaching must be forwarded directly to faculty@handbellmusicians.org. Please provide the names and contact information of the individuals who will be providing these references:

Reference Name	Phone Number	E-mail
1.		
2.		

Class Title: _____ No. of Sessions Required: _____

Please consider a title that clearly identifies the topic of the class. Each class session at National Seminar is 75 minutes long. Classes requiring only one session will be repeated once. Those requiring more than one session will only be offered once in the schedule.

Has this class been offered at other handbell events? Yes No

If yes, please list event name, date, and location where the class was previously offered.

Event Name	Event Dates	Event Location
1.		
2.		
3.		

Class Description: *Please provide a 2-3 sentence description of your class or track (100 words). This will be posted on the event website and will be included in the event program guide.*

Class Outline: *For purposes of evaluating your submission for possible inclusion at National Seminar, please provide a more detailed description of the class, your planned teaching methods, class goals, etc. (Attach additional pages if necessary.)*

Please Note:

Selected faculty will be compensated as follows:

Local (resides within a 50 mile radius of the event site) or Out-of-Town Teaching Only ONE Class Topic

- \$30 honorarium per 75 minute class session taught
- Option to attend classes and concerts during the event at no cost
- If at least two class topics are taught, Full Event Registration including all provided meals

Out-of-Town Teaching TWO or More Class Topics

- \$425 reimbursement of roundtrip airfare to the event
- **OR** mileage paid at the prevailing IRS rate for miles driven to and from the event up to a total of \$425
- One half of a shared hotel room at the official event hotel for each night the clinician teaches a class session at the event
- Full Event Registration including all provided meals

Equipment Needed: Please consider first your absolute minimum need to teach the class and then you may add nice to have equipment needs. Equipment needed beyond the basic bells and chimes such as percussion or Orff instruments etc. should be clearly defined. Also, indicate if additional equipment is something you will bring with you. If you do not request equipment in advance it will not be available at seminar.

Minimum equipment need is based on how many class participants? _____

Please indicate what standard handbell set(s) you will use in your class. You may request 1-3 sets.

- Handbell Set 1: 3 Oct 4 Oct 5 Oct 6 Oct 7 Oct
 Handbell Set 2: 3 Oct 4 Oct 5 Oct 6 Oct 7 Oct
 Handbell Set 3: 3 Oct 4 Oct 5 Oct 6 Oct 7 Oct

Special Sets: Indicate the range and number needed for special sets such as for 4IH or low bass, solo sets, etc.:

Please indicate what standard handchime set(s) you will use in your class. You may request 1-3 sets.

- Handchime Set 1: 3 Oct 4 Oct 5 Oct 6 Oct 7 Oct
 Handchime Set 2: 3 Oct 4 Oct 5 Oct 6 Oct 7 Oct
 Handchime Set 3: 3 Oct 4 Oct 5 Oct 6 Oct 7 Oct

Mallets*: (list range needed) _____ **Number of Sets:** _____

**NOTE: If you request mallets, you will be asked to check out from the liaison equipment room one set of mallets per set of bells used in your class and return them after your class. For Ringing Tracks, participants will be asked to bring mallets for the position they are assigned.*

Other Equipment:

- Number of Music Stands: _____ Number of Bell Tree Stands: _____ Keyboard
 CD Player/Boombox Flip Chart with markers Presenter table
 Sound for Laptop or iPod/iPad LCD Projector/Screen
 Other (please be specific and indicate what you will bring and what you need supplied):

Item	I can/will bring
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Room Set-up: Bells and chimes will be set in keyboard order unless requested otherwise. Tables and sets will be arranged to fit the size of the room.

- Lecture: Rows of chairs and no tables
 Lecture/Classroom: Tables and chairs in rows
 Classroom with bell tables set in Rows OR U-Shape
 Open room with chairs around perimeter
 Other (please describe or provide a drawing) _____
