



Want a handbell event in your own back yard?

Dream Big! Then bring your ideas to a Handbell Musicians of America Area 11 Board member. Volunteer to be a local liaison or coordinator. We'll help you make your dreams happen.

How can you help?

- Volunteer to be a local liaison or coordinator.
- Brainstorm a concept.
- Organize a committee.
- Host the event or find a site.
- Select a date.
- Identify likely participants.
- Work with Sub-Area Chair to
 - come up with a budget;
 - preferred clinician;
 - preferred format;
 - secure sponsorship.

OK, I'm in... What's Next?

Board help - Area 11 website

Time line

Contracts

Repertoire

Equipment

Lock down date

Clinician

Lodging

Meals

Concert

Special instruments

Facility

Budget

Registration Cost

Registrar

Deadlines

Advertising

How to Organize & Run a local event / workshop

*and how to manage your resources
so you don't lose your mind!*

*Whoa - This is starting
to sound complicated...*

Please read on !!

Don't worry - you're not in this alone! That's what the Handbell Musicians of America is for!! We will help you work out the details so you can have a fantastic event.

While it is true that there are many details which need attention and handling to make an event a success, you can do as little (or as much) of the event as you like.

Basically, there are three local jobs which need to be done - they can be done by one person, or by three persons, or by a committee:

- ✓ *COORDINATOR - the go-to person with all the answers;*
- ✓ *REGISTRAR - the person handling all the registration money-matters; and*
- ✓ *HOST / HOSTESS - the site specific event facility liaison.*

Remember - You're only just an email or a phone call away from help with any aspect of your event.

Who do I contact? Where can I find help?

Start with your Area 11 Handbell Musicians of America representatives - you can always find contact information at the Area 11 website:

<http://www.area11.org>

Mountain Sub-Area Chair - Mary Moffett
1872 W. 75 S.
Kaysville, UT 84037

Home: 801-544-2130 Cell: 801-510-6105
mary_moffett@comcast.net

The Mountain Sub-Area Chair covers Utah, Wyoming, and Northern Colorado.

Desert Sub-Area Chair - Libbie Randels
16364 W. Roosevelt St., Goodyear, AZ 85338
Tel: 623-923-2320 (Home) Tel: 623-256-9495 (Cell)
libbier70@aol.com

The Desert Sub-area Chair covers Arizona, New Mexico and Southern Colorado.

If you're not sure who to ask, it's OK - all the Area 11 Board members are here to help! Use these folks as they know all the steps and can guide and assist you in creating the ideal workshop for ringers and directors in your area. Use the power of the Handbell Musicians of America organization to enable you to host an event which is a success for all.

Get Involved!

You can help your own handbell program by bringing inexpensive local workshops right to your own doorstep. It takes a little effort for you partnering with Handbell Musicians of America, Area 11 to achieve a great benefit at low cost.