



**Handbell Musicians**  
O F A M E R I C A

*How to  
Organize & Run  
a local event or  
workshop*

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

*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

*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 com-  
mittee:*

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

*Remember - You're only just an e-mail 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:*

**[www.area11.handbellmusicians.org](http://www.area11.handbellmusicians.org)**

**Mountain Sub-Area Chair - Mary Moffett  
1872 W. 75 S. , Kaysville, UT 84037  
801-544-2130 (Home) 801-510-6105 (Cell)  
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  
623-925-2320 (Home) 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 Musi-  
cians 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.*