



Handbell Musicians  
O F A M E R I C A

## How to Run and Organize a local event/workshop

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

### Do you want a handbell event in your own backyard?

Dream big! Then bring your ideas to a Handbell Members 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
- Work with a Sub-Area Chair to
  - come up with a budget
  - find a preferred clinician
  - figure out a preferred format
  - secure a 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

Whoa, this is starting to sound complicated...

Please read on!!!

*Don't worry - you're not in this alone! That's what 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 a committee.*

- **Coordinator** - the go to person with all the answers
- **Registrar** - the person handling all the registration money matters
- **Host/Hostess** - the site specific event facility liaison.

Remember you are just an email or phone call away from help with any aspect of your event.

## Whom do I contact? Where can I find help>

Start with your Area 11 Handbell Musicians of America representative. You can find your representative at [area11.handbellmusicians.org](http://area11.handbellmusicians.org)

### **Mountain Area Sub-Chair**

Serving Colorado, Utah, and Wyoming  
[mountain.area11@handbellmusicians.org](mailto:mountain.area11@handbellmusicians.org)

### **Desert Area Sub-Chair**

Serving Arizona and New Mexico  
[desert.area11@handbellmusicians.org](mailto:desert.area11@handbellmusicians.org)

If you are 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 a low cost.*