Class Submission Application

Please submit ONE application for each Class Topic

E-Mail completed form to chair.area3@handbellmusicians.org

CLINICIAN INFORMATION

Clinician Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Cell Phone Number: _____

E-Mail: _____

At least one reference from an individual who has observed you teaching must be forwarded directly to the Coordinator of Events. Please provide the names and contact information of the individuals who will be providing these references: email at chair.area3@handbellmusicians.org

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 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.)*

Target Audience for this Class (check all that apply):

❑ Ringer ❑ Director ❑ Soloist ❑ Educator ❑ Church Musician ❑ Community Ensemble

❑ Other (describe) _____

Equipment Needed: Please consider first your absolute minimum need to teach the class and then you may add "nice-to-have" additions. Please plan for attendees to share equipment, not for each participant to have their own for the length of the class. 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. Note, we are no longer able to provide small percussion (tambourine-size or smaller.) If you need small percussion, you will need to bring it yourself. 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
Handbell Set 2: ❒ 3 Oct ❒ 4 Oct ❒ 5 Oct
Handbell Set 3: ❒ 3 Oct ❒ 4 Oct ❒ 5 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
Handchime Set 2: ❒ 3 Oct ❒ 4 Oct ❒ 5 Oct
Handchime Set 3: ❒ 3 Oct ❒ 4 Oct ❒ 5 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 (Mac users must provide their own dvi cord)
❒ Other (please be specific and indicate what you will bring and what you need supplied. Note – we cannot provide small percussion. If you need small percussion, you will need to supply it yourself.)

Item	I can/will bring
1.	❒ Yes ❒ No
2.	❒ Yes ❒ No
3.	❒ Yes ❒ No
4.	❒ Yes ❒ No

❒ **I will use a music packet in my class/track that will be returned at the end of the class session***
❒ **My class will require participants to purchase music for use in the class/track**
**NOTE: You will be limited to no more than 5 titles in your music packet and will be responsible for assisting the equipment team in making sure that all music is counted and returned at the end of your class.*

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 in the space below)_____

_____

_____

Send completed application via email to
chair.area3@handbellmusicians.org.