



ALGEHR
P.O. Box 11951
Edmonton, Alberta,
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CANADA

Notice to Handbell Event Organizers

ALGEHR would like to support any person(s) willing to organize a bell event, festival or workshop. These events are an excellent way to encourage the development of bell ringing and an opportunity to increase membership and interest in our Albertan handbell community.

ALGEHR will provide assistance to the *Event organizer(s)* by:

- *helping (if needed) with logistics, registration forms, music selection, clinician names, ideas, budgets, or other items.
- *offering advertising help (connecting with our members via Newsflashes or Peal articles, use of the **ALGEHR** name and letterhead in promotional materials, use of banner).
- *offering new membership forms.
- *providing treasurer assistance, including paying of expenses and fees to the *Event Organizer(s)*.

In return, the *Event Organizer* will:

- *ask workshop participants to obtain **ALGEHR** memberships if they are not already members.
- *provide **ALGEHR** with a break-even budget proposal ahead of the event, and have **all cheques and receipts** go through our **ALGEHR** account and treasurer. (**ALGEHR** will pay the *Event Organizer* the full amount collected for event fees, and keep only the membership fees that were collected.)
- *provide information to **ALGEHR** so advertising can be made or circulated.
- *report back to **ALGEHR** on the financial and membership outcomes of the event, and celebrate the event by submitting something for the PEAL!



We wish you a terrific event!
ALGEHR Board of Directors

For further information:
Contact any of the **ALGEHR** Board members at: www.algehr.org