



BENEFITS

Sponsored/Endorsed Events

(Note: If you are a member of HIC, please refer to the AGEHR/HIC Partnership Agreement for information on developing a partnership with AGEHR. HIC members cannot apply for AGEHR Endorsed or Area Sponsored status.)

1. **Liability Insurance:** Your event will be covered by the national AGEHR umbrella liability policy. This policy has a per-occurrence limit of \$1,000,000 and an aggregate limit of \$2,000,000. A separate Excess Liability policy provides additional coverage of \$4,000,000 per occurrence. **See deadline note below.**
2. **Borrowed Equipment Insurance:** Equipment you borrow for your event, including classes, is covered for you against loss due to theft or disaster by a national AGEHR umbrella insurance policy. You are responsible for a \$1,000 deductible amount. To make sure the equipment you borrow is covered under the policy, we highly recommend that you document exactly what equipment is borrowed, the estimated value, and the owner of the equipment. Please contact the national office for a template you may use to track this information. Equipment provided by participants for use in massed ringing is not covered. **See deadline note below.**
3. **Site Insurance:** If your site requires that it be included as an additional insured on the AGEHR insurance certificate, contact the national office to make arrangements. An additional fee of \$35 will be assessed for this service. The limits for this coverage will be as listed above under "Liability Insurance". **See deadline note below.**
4. **Employee/Volunteer Dishonesty Insurance:** Individuals who handle money or other valuables for your event in an official capacity are covered by a national AGEHR insurance policy up to a limit of \$250,000. Please document all cash and valuables on hand during event to insure accurate and complete coverage. **See deadline note below.**
5. **Performance Royalties:** Under the AGEHR national license agreement with the American Society of Composers, Authors, and Publishers (ASCAP), performance royalties for your event will be paid by AGEHR. **See deadline note below.**
6. **Mechanical Royalties:** Audio recordings of concerts, performed during your event, are permitted by the Handbell Industry Council (HIC). This applies only to official recordings made by your event leaders, not to recordings made by individual participants. All other audio and video recordings constitute an infringement of the U. S. copyright laws. If you do make such audio recordings you must, following your event, send statutory mechanical royalties and the Royalty Form (enclosed with this packet) to the publishers involved. **See deadline note below.**
7. **Advertising:** In addition to being publicized in your Area newsletter, your event will be listed in *Overtones*, the national journal of AGEHR, and on the AGEHR website (www.agehr.org). Contact the national office for *Overtones* deadlines.
8. **Mailing Labels:** At your request, the national office will provide you with the names and addresses of AGEHR members located in your particular regional Area. Please read the enclosed Mailing Labels/Data File form. It sets forth AGEHR policies regarding using these names and addresses. We encourage you to make use of this opportunity to promote your event.

Please note: To receive benefits 1, 2, 3, 4, 5, and 6 you must submit the required reports to the national office **no later than thirty (30) days following your event.**



CRITERIA Sponsored/Endorsed Events

(Note: If you are a member of HIC, please refer to the AGEHR/HIC Partnership Agreement for information on developing a partnership with AGEHR. HIC members cannot apply for AGEHR Endorsed or Area Sponsored status.)

1. **What is the difference between a Sponsored and Endorsed Event?** **Sponsored Events** are educational events conducted by one of the twelve regional Areas of the Guild or a subsection of the Guild. **Endorsed Events** are educational events conducted by non-profit groups (i.e., churches, schools, community groups) who are members of the Guild.
2. Your handbell event must be educational in nature. Examples: a festival, a conference, a seminar, a reading session, or a workshop. Stand-alone performances and concerts are not eligible for Endorsed or Sponsored status. However, concerts that occur during your event are considered part of its educational nature.
3. Your event **must not conflict with either dates or locations that compete for the same potential registrants** of other scheduled AGEHR Sponsored or Endorsed events. Normally this means other regional events scheduled within two months or within a 2-3 hour drive of your event; or major national events scheduled within four months or 4-6 hours drive of your event.
4. The budget for your event must be submitted (on the Budget form included in this packet) for approval. Your registration fees and other income are to cover only the costs of your event, to sustain the event in subsequent years, or to support other AGEHR programs in your area. Individuals may receive honoraria and vendors may sell goods or services during your event. Fundraising events, whether to benefit individuals or organizations other than AGEHR, are not eligible for Endorsement or Sponsorship.
5. AGEHR Sponsorship or Endorsement of your event does not include financial assistance or the assumption of any financial responsibility by AGEHR. All financial matters are the sole responsibility of your event and its organizers.
6. You must comply with all applicable copyright laws, including, but not limited to, prohibiting the use of copied music as well as audio/video recordings of your event. Your event must also comply with all applicable safety, legal, insurance, and Internal Revenue Service codes and regulations.
7. Endorsed Events (those not organized by an AGEHR Area or sub-area) are subject to Endorsement Fees. Please remit payment to the AGEHR Area in which your event takes place and forward the payment along with your event report to the Area Chair. Do not send the Endorsement Fee to the national office.

Endorsement Fees are calculated as follows:

- 1-99 paid registrants - \$0.75 per registrant per day
- 100-499 paid registrants - \$1.00 per registrant per day
- 500+ paid registrants - \$1.50 per registrant per day

(one day = 0-24 hrs, two days = 25-48 hrs, three days = 49-72 hours)

PLEASE NOTE: No later than thirty (30) days following your event, copies of your Event Report, Financial Report, and, if applicable, Mechanical Royalties Report must be submitted to the national office in order to ensure your compliance with insurance requirements, performance royalty requirements, and mechanical royalty requirements



Application Sponsored/Endorsed Events

Please provide the information requested below and send this form along with budget and other attachments to the Chairperson of the AGEHR Area where your event will take place. The Chairperson will forward the application with his/her approval to the AGEHR national office for final review and approval by the AGEHR Executive Director.

Event Name: _____

Event Type: Sponsored (presented by an Area or subsection of AGEHR)
 Endorsed (presented by a non-profit organization that is a member of AGEHR)

Event Date(s): _____ **Event Day(s):** _____

Event Location: _____

Primary Event Contact:

First Name: _____ **Last Name:** _____

Member No.: _____ **E-mail Address:** _____

Primary Phone: _____ **Alt. Phone:** _____ **Fax:** _____

Street Address: _____

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

Event Goals/Purpose: _____

Expected Paid Attendance: _____ **No. of Other Participants:** _____

What is your marketing region? _____
(Where will you advertise and promote your event? List geographic region, state, or zip codes.)

Primary Event Clinician(s): _____

Registration Fee Per Registrant: \$ _____

I have read and understand the Criteria for Sponsorship/Endorsement and the related materials as well as reporting requirements and agree to comply with all conditions.

Primary Event Contract Date: _____

Attach the following to this application and send to the chairperson of the AGEHR Area where your event will be held: (1) Event Budget, (2) Mailing Label/List Request (if desired), (3) a schedule of activities offered at the Event, and (4) a list of music repertoire used at the Event. Addresses for Area Chairs can be found at www.agehr.org or by calling the national office at 800-878-5459

Office Use Only

Area Chair: Approve Deny (please attach written explanation)

Area Chair Signature Date: _____

AGEHR Executive Director Approval Signature Date: _____



Sponsored/Endorsed Event Budget

Event Name: _____

Event Dates: _____ Location: _____

No. of Expected Paid Registrants: _____ Other Registrants: _____

Projected Income

Registration Fees \$ _____
Amount should equal registration fee x expected paid registrants

Vendor Fees \$ _____
Amounts expected in fees from vendors exhibiting at the event

Sales \$ _____
Revenue received from any novelties, concessions, resource materials, etc. sold by event organizers

Gifts/Grants/Sponsorship \$ _____
Charitable contributions or sponsorship revenue received for the event

Advertising \$ _____
Revenue received from the sale of advertising in an event booklet or program

Other \$ _____
Any other revenue not covered by on of the categories above

TOTAL INCOME \$ _____

Projected Expenses

Site Expenses

Facility Rental \$ _____
Cost of renting the facility where your event takes place

Cleaning/Site Personnel \$ _____
Labor costs for cleaning crew, security, etc.

Clinician Expense

Honorarium/Fees \$ _____
The amount you pay your clinicians/conductors for their work at your event

Travel/Lodging/Meals \$ _____
The cost of travel to get the clinician to your site (airfare, mileage) and any hotel or meal expenses.

Administrative Expenses

Postage/Mailings \$ _____
All expenses related to postage and mailings to promote the event and to send information to registrants/clinicians, etc.

Telephone/Fax \$ _____
Any costs for phone calls, adding phone lines at the facility, long distance calls, etc.

Printing/Promotions \$ _____
Cost of printing registration forms, promotional flyers and event materials like programs, class notes, etc.

Equipment Rental \$ _____
Cost of renting equipment such as staging, sound systems, instruments, etc.

Endorsement Fees \$ _____
Only for Endorsed Events - total Endorsement Fees that will be paid to your Area

Meals \$ _____
Cost of meals for registrants, event committee, Area board, etc.

Other \$ _____
All other expenses not covered in one of the above categories. Please itemize below

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES \$ _____

Projected Profit/(Loss) \$ _____

Primary Event Contact Signature _____

Date Signed _____



EVENT REPORT

Sponsored/Endorsed Events

To comply with regulations set forth by the American Society of Composers, Authors, and Publishers (ASCAP) and our insurance carriers, we **must** receive **attendance information** within thirty (30) days of your event. If we do not receive attendance information within this time frame, you will be responsible for all royalty payments to ASCAP and any liabilities normally covered by AGEHR Insurance. All other information should be submitted to the national office within ninety (90) days of your event. Failure to provide this information could effect future applications for Event Sponsorship or Endorsement.

Event Name: _____

Event Date(s): _____ Event Day(s): _____

Event Location: _____

Primary Event Contact:

First Name: _____ Last Name: _____

Total Paid Registrants: _____ Directors: _____ Ringers: _____

Total Unpaid Registrants _____ Staff/Guests: _____ Concert Audience: _____

Finances *(attach a copy of the Financial Report showing your actual income and expenses)*

Total Income: \$ _____ Total Expense: \$ _____

Total Profit/(Loss): \$ _____

If your event generated a profit (and we hope that it did), please tell us how you plan to use these funds. You are not required provide this information.

I certify that this event complied with the Criteria for AGEHR Sponsored/Endorsed Events and other provisions set forth in materials related to these events.

Date _____

Signature of Primary Event Contact

Please submit attendance information via e-mail to office@agher.org no later than thirty (30) days following your event. One copy of this Event Report and the Financial Report must be submitted to **AGEHR-Sponsored Events, 1055 E. Centerville Station Road, Dayton, OH 45459** no later than ninety (90) days following your event.



Sponsored/Endorsed Event Financial Report

A final financial report must be submitted to the National Office within ninety (90) days of your event.

Event Name: _____

Event Dates: _____ Location: _____

No. of Expected Paid Registrants: _____ Other Registrants: _____

Income

Registration Fees \$ _____
Amount should equal registration fee x expected paid registrants

Vendor Fees \$ _____
Amounts expected in fees from vendors exhibiting at the event

Sales \$ _____
Revenue received from any novelties, concessions, resource materials, etc. sold by event organizers

Gifts/Grants/Sponsorship \$ _____
Charitable contributions or sponsorship revenue received for the event

Advertising \$ _____
Revenue received from the sale of advertising in an event booklet or program

Other \$ _____
Any other revenue not covered by one of the categories above

TOTAL INCOME \$ _____

Expenses

Site Expenses

Facility Rental \$ _____
Cost of renting the facility where your event takes place

Cleaning/Site Personnel \$ _____
Labor costs for cleaning crew, security, etc.

Clinician Expense

Honorarium/Fees \$ _____
The amount you pay your clinicians/conductors for their work at your event

Travel/Lodging/Meals \$ _____
The cost of travel to get the clinician to your site (airfare, mileage) and any hotel or meal expenses.

Administrative Expenses

Postage/Mailings \$ _____
All expenses related to postage and mailings to promote the event and to send information to registrants/clinicians, etc.

Telephone/Fax \$ _____
Any costs for phone calls, adding phone lines at the facility, long distance calls, etc.

Printing/Promotions \$ _____
Cost of printing registration forms, promotional flyers and event materials like programs, class notes, etc.

Equipment Rental \$ _____
Cost of renting equipment such as staging, sound systems, instruments, etc.

Endorsement Fees \$ _____
Only for Endorsed Events - total Endorsement Fees that will be paid to your Area

Meals \$ _____
Cost of meals for registrants, event committee, Area board, etc.

Other \$ _____
All other expenses not covered in one of the above categories. Please itemize below

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL EXPENSES \$ _____

EVENT PROFIT/(LOSS) \$ _____

Primary Event Contact Signature

Date Signed



MAILING LABELS/DATA FILE REQUEST Promoting Sponsored/Endorsed Events

Event Name: _____

Event Date(s): _____ Event Day(s): _____

Event Location: _____

Primary Event Contact:

First Name: _____ Last Name: _____

Member No.: _____ E-mail Address: _____

Primary Phone: _____ Alt. Phone: _____ Fax: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Requested range of labels or list of zip codes of AGEHR members: _____

Date Format (please select one):

Adhesive Mailing Labels

Microsoft Excel or CSV data file sent to the above e-mail address

In submitting this request, I agree to comply and ensure compliance with the following conditions regarding this proprietary list of AGEHR members.

1. This data is only for use in promoting the above event.
2. The labels or data file are to be used one time only for this purpose. The labels or data file may not be sold, given to another party, or reproduced in any manner.
3. All labels or data file of names and addresses remain the property of AGEHR. No other party has any proprietary rights to the names and addresses included.
4. The user must include the Executive Director, AGEHR, 1055 E. Centerville Station Road, Dayton, OH 45459, in the actual mailing when it takes place.
5. All lists will be seeded, and extra coded names will be included on the labels or the data file to ensure that this proprietary information is not improperly used.
6. Requests for names and addresses of members for any use other than business of the regional Area must be made through the AGEHR national office.

Primary Event Contact

Date

