

WELS
Handbell
festivals



WELS Handbell
Festivals
Site Coordinator
Handbook

Site Coordinators will attend to the following duties when overseeing a regional or national handbell festival. Should there be questions about responsibilities and duties, site coordinators should check with their regional representatives.

From the Bylaws:

IV. A. Festivals are two-day events held on a Saturday and Sunday in the spring months.

IX.A. One or two persons serve as site Coordinator(s) at each regional and national festival.

Site coordinator(s) should keep an accurate accounting of costs associated with the festival to be turned over to the WELS Handbell Festivals Treasurer

I. Logistics

Site

- Arrange for use of the site
- Confirm the dates of the festival
- Coordinate with the National Chair/regional representative about facility rental costs
- Determine the maximum number of participating handbell choirs the facility can accommodate
- Arrange for borrowing or rental of conducting podium, risers, sound equipment (e.g., mics, speakers, handheld mic for rehearsal, etc.)
- Draw up a floor plan arrangement of the facility for the placement of handbell choirs, musicians, vocal choirs, directors, accessible seating, banner display, etc.

Lodging

- Research overnight accommodations in the local area for choirs traveling from a distance
- Share information (in electronic form) with the National Chair/webmaster by December 1

Maps and Directions

- Create maps and written directions for getting to the festival site
 - Include specific address information required for GPS or road construction information
 - Send to the webmaster/National Chair for posting to the website
- Prepare a list of area WELS churches and worship times
 - Arrange for printing the list for inclusion in registration packets

Meals and Snacks

- Arrange for meals and snacks for festival participants
- Be prepared to deal with requests for allergies, dietary restrictions, etc.
- Strive to stay within the budget provided by participant fees

Registration packets

- Assemble for registration packets (bundle by choir)
- Folders typically include
 - Name tags (for each individual participant)
 - Pencil
 - Paper
 - Maps
 - Schedule
 - List of area churches/worship times
 - Devotion outline

Schedule

- Create a schedule for the rehearsal and festival day
- See sample schedules at the [website](#) (click on “Festival Information”)

Music

- Purchase any instrumental parts needed for festival musicians
 - View the music list [here](#)
 - If the site host does not have music (e.g., instrumental parts, etc.), first try to borrow physical copies from a neighboring congregation
 - If borrowing music is not possible, contact the National Chair.
- Arrange for instrument rental (e.g., organ)
 - Clear expenditure amount with National Chair/regional representative

Licenses

- Consult National Chair/Treasurer about arranging for proper reprint/event streaming license purchase

Festival Format and Program

- Decide on the format of the festival performance: concert or worship service
 - For worship service format, arrange for officiants, devotion leaders, and/or readers
- Create a program for the festival performance on Sunday
 - The program cover must include the WELS Handbell Festival logo
 - Arrange for programs to be printed
 - Include any applicable reprint/streaming license information

Flowers

- Order flowers (corsages and/or boutonnieres for the directors)

Promotional materials

- Create promotional materials (e.g., posters, bulletin inserts, PowerPoint slide or digital file) for the festival
 - Make sure that these materials can also be printed in grayscale
- Promotional materials must include the WELS Handbell Festival logo
 - Contact the national Chair/webmaster for the logo
- Share posters and bulletin inserts (in electronic form) with the National Chair/webmaster by March 1
- Promote the festival to area congregations and schools and local media outlets (e.g., news releases)

Honoraria

- Request checks for directors, musicians, vocal choir, devotion leader, reader, site coordinator, etc. from the WELS Handbell Festivals Treasurer 2-3 weeks in advance of the festival
- Write thank you notes to accompany the checks
- Current honoraria

Role	Amount
Regional Festival site coordinator	\$100
Conductors	\$75 each
Musicians	\$35 each
Devotion leader	\$25 per day
Vocal or instrumental choir	\$40 each group
Sound technician	\$50
Photographer	\$25 per day

II. People

Conductors

- Regional festivals: Selected by regional representative
- National festivals: Selected by the WELS Handbell Festival Committee

Musicians

- Select instrumental musicians and vocal choir(s) as called for by the festival music
 - View the music list [here](#)
- Strive to find as many of the additional musicians as possible from the hosting or neighboring congregation, local high school/college musicians
- Arrange for organist/pianist for Saturday devotion

Devotion Leader

- Arrange for a local pastor, teacher, or layperson to serve as devotion leader for the Saturday rehearsal day.
- Usually this devotion opens the festival rehearsal on Saturday morning

Photographer

- Arrange for a photographer to capture photos of the rehearsal and performance
- Check to see if photo release form(s) are in place before posting any pictures

Ushers

- Arrange for ushers to collect the offering during the festival performance.
- Coordinate with the regional representative for submitting collected offering to the WELS Handbell Festivals Treasurer

Miscellaneous Volunteers

- Consider recruiting volunteers to help with food, registration, rehearsal/festival set-up, traffic control, etc.

III. Festival and Rehearsal Day

- Arrange for facility set-up for rehearsal and performance
 - Procure volunteers to help with moving choirs in on Friday evening/Saturday morning
 - Place conductor's podium, music stands, vocal choir risers, seating, sound and/or video systems, etc.
 - Arrange festival banners
- Make any arrangement for traffic control or parking at the facility site as needed
- Monitor time so the schedule is adhered to
- Distribute gratuity checks to the conductors, musicians, vocal choir, devotion leader, site coordinator, etc.
- The regional representative will lead the directors' meeting

IV. Post-Festival

- Submit collected offering to the WELS Handbell Festivals Treasurer
- Submit receipts from purchased festival items to the WELS Handbell Festivals Treasurer for reimbursement
 - Use the reimbursement form found on the website ([Excel](#) or [PDF](#))

Calendar

Date	Task	Responsibility
	Select a site coordinator	Host
	Select Regional Festival conductors	Regional Representative
	Select National Festival conductors	Committee
Jun-July	Festival music selection	Music selection committee
July-Aug	Summer directors' letter	National Chair
October	Preliminary registration	National Treasurer
December 1	Lodging Information	Site Coordinator
February 1	Choir Registrations due	National Treasurer
March 1	Promotional Materials	Site Coordinator
March 1	Participant Registrations due	National Treasurer