

Handbell Week 2018

Helpful Notes

Here are some helpful hints and important information about the workshop:

WHAT TO BRING

- Bottled Water (only water allowed in the workshop area, soda and coffee fine in lobby and lunch area)
- Snacks, beyond those offered, as needed!

- Please wear comfortable clothing and shoes
- Bring a carpet square with a smooth backing to stand on

- Clean rehearsal and WHITE performance gloves
- Concert clothing (black skirt/slacks/pants, white blouse/shirt)
- Black 3-Ring Handbell Notebook
- Music riser
- 3 Hole Punch to punch music for binders on first day if you have one (optional, but helpful, some available for use as well)

WORKSHOP SITE LOCATION

Immanuel Lutheran Church, 1021 Spaight Street, Madison, Wisconsin is the Workshop and Handbell Week Closing Concert site. Please park in the church parking lot (free).

IMPORTANT: On Thursday prior to dinner, please make sure your vehicle is parked ONLY in the church parking lot across the street, so parking is available for the concert audience in the adjacent parking lot.

WHEN YOU ARRIVE

- Workshop check-in begins at 8am on Monday, July 23 at the workshop site. Enter Immanuel Lutheran Church from the side door closest to Spaight Street off the adjacent parking lot.
- Please visit the **REGISTRATION TABLE** to have your registration confirmed and receive your workshop packet including music, session schedule, name tags, and other important information.

BRINGING EQUIPMENT

- PLEASE** mark very clearly ALL of the equipment you are bringing with your church name or identifying mark.
- The church will be available on Sunday afternoon by appointment and by 7:30am on Monday for those bringing handbells and/or equipment.

BRINGING EQUIPMENT (continued)

--We are very grateful for those willing to support the workshop by bringing their handbells, chimes, and equipment.

--**IMPORTANT:** Participants are asked to wipe down handbells at the end of rehearsal each day and following the closing concert.

MEAL & SNACK BREAK NOTES

--A variety of quality meals are catered for lunch each day (included in registration). Lunch is served at 12 Noon in the downstairs level of the workshop site in the Lakeview Room (elevator available).

--You may choose to bring your own beverage for lunch--offered will be water, coffee, a variety of hot teas, and/or other options. A soda machine is also available.

--Lunch servings are planned at one serving of each item per person.

--A simple morning snack is provided with a selected beverage.

DINNER OUT AS A GROUP (OPTIONAL)

--A tradition of the workshop is to share dinner together on Tuesday evening at a local restaurant--"dutch treat", of course!

--Location for 2018 is Avenue Club and the Bubble Up Bar, 1128 E. Washington Ave., Madison. The schedule is 6:00pm arrival with cash bar, and 6:30pm seated for dinner, order from a select menu. Separate checks will be provided, participants are responsible for their own check and gratuity.

--Reservations are required in advance, sign-up at the **Registration Table** by Noon on Monday.

THURSDAY DINNER ONSITE (OPTIONAL)

--Avoid the hassle and time constraints of traveling offsite between the final rehearsal and concert.

--**IMPORTANT:** Not included in registration fee. Please sign-up and pay at the **Registration Table** by Noon on Monday.

CLOSING CONCERT (Thursday, 7pm)

--The Handbell Week Closing Concert is open to the public and includes the music from the workshop.

--Concert dress is required of all ringers (black skirt/slacks/pants, white blouse/shirt).

--Concert is on Thursday evening, 7:00pm, at the Workshop site--guests welcome, please invite your family and friends to attend!

--Freewill offering appreciated.

E-MAIL

--E-updates are sent as needed prior to the workshop.

--Once the workshop starts, announcements are made at the sessions.