



How to do what and who to contact for what

How to do what:

Below identifies how to do specific things.

If you want to use any of the 4 rooms that are available on Wednesdays, fill out the sign up sheet. It is only needed to avoid conflicts. Please include your name so we know who to contact if we need to.

The PNHB directory is [here](#), bookmark this link. Review it to find your friends and verify you are there and that the information is correct. Email admin@pnhb.ca if corrections are needed.

www.pnhb.ca/joining-pnhb - all new members must register so they will be properly engaged in the organization (like get emails, be put on band rosters etc.).

www.pnhb.ca/forms - to find various forms for various things

www.pnhb.ca/documents - to find our By Laws, policies, procedures, terms of reference, position descriptions and Board meeting minutes.

www.pnhb.ca/information - this website page has a lot of information, eg. see the list of instruments still available to borrow or rent, the schedule, fees, this document etc.

www.pnhb.ca/ensemble - to find out what ensembles we have and who to contact to join

Who to Contact for what:

Not sure who to contact for what. Keep this list handy.

Use these specific emails for the activities listed below. See the website for who is specifically doing these tasks at www.pnhb.ca/keyroles

Email	Activity
webmaster@pnhb.ca	If you have website questions/suggestions.
comm@pnhb.ca	If you are not receiving PNHB emails or have technical questions/suggestions.
email.list@pnhb.ca	To send an email to all members
pnhb.music@gmail.com	To e-transfer funds, send to pnhb.music@gmail.com . Please indicate in the message what the funds are for and from who. For dues and instrument rentals, give any cash/cheques to your Band Rep. who will pass it on to the Treasurer. For concert advertising and tickets, give any cash/cheques to your Band Rep. who will pass it on to the Concert Manager.



PETERBOROUGH NEW HORIZONS BANDS

Email	Activity
roster@pnhb.ca	to change bands or instruments
membership@pnhb.ca	for name tags and membership questions and registrations
property@pnhb.ca	for instruments to rent or borrow or for maintenance of PNHB owned instruments
admin@pnhb.ca	if you are going to be away for more than 3 weeks or if quitting, if your name, email, phone or address has changed ie. update the PNHB directory
president@pnhb.ca	if you have a question about using a classroom, would like a reduction in dues, would like an exemption for dues or for playing in an ensemble or have a question/suggestion for the board
secretary@pnhb.ca	Band Reps report to this Board Director. Contact them to add an item to the board agenda or have questions about the board meeting minutes or AGM documents.
ads@pnhb.ca	to submit advertising for the concert program
bingo@pnhb.ca	to sign up or pose questions regarding BINGO
info@pnhb.ca	General inquiries
Music Head Librarian	Questions about the music pieces (not the choice of). Eg. process for handing pieces back in.