

PERMISSION TO MAKE OR USE AN ARRANGEMENT FORM INSTRUCTIONS

- The arranger or contact person will initiate the process by completing the PERMISSION TO MAKE OR USE AN
 ARRANGEMENT form and submitting it along with appropriate handling fees to international headquarters. If the requestor
 is not the arranger (Section B), the requestor <u>must</u> receive permission from the arranger or applicable party (as in the case
 of a deceased arranger), to complete this form.
- 2. NEW PROCESS To make an arrangement for a specific group, or for a group to use a specific arrangement already complete, Sweet Adelines International will now approach the publisher(s) on your behalf. In this process, the license is between the publisher and the group requesting the license to use the arrangement. Sweet Adelines will not sell this arrangement through our organization, BUT will charge a \$50.00 US processing fee to obtain this license and act on your behalf.

Reasons to choose this type of license:

- The process to receive this type of license is quicker, steps involved are fewer, and only involve the permission to use a barbershop arrangement and not to sell it through our organization.
- Although a publisher may deny Sweet Adelines International a license to sell the sheet music to a particular arrangement, they will grant a license to a group for a specific amount of copies.
- The group requesting the arrangement would like it to be exclusive to their group.
- Sweet Adelines staff are familiar with the parent companies that administer print rights for smaller publishers and have a relationship with them.

| FEES for Permission to make or use an arrangement | | |
|--|----------------------------------|--|
| To make an arrangement available through Sweet Adelines International: | | |
| Members of the Arranger Certification Program (ACP) | \$15.00 US per song | |
| Non-ACP members of Sweet Adelines International | \$20.00 US per song | |
| Non-members | \$25.00 US per song | |
| To make an arrangement for a specific group that will not be available through | \$50.00 US per song | |
| Sweet Adelines International | plus publisher and per copy fees | |

- 3. If you are asking to arrange or use a medley, specify this on the form and include all titles, writers and composers.
- 4. If you are asking to arrange or use a parody, specify this on the form and include a separate sheet that only includes the parody lyrics and does not include the music.
- 5. Staff will approach the publisher(s), requesting the proper permission, and relay the response to the arranger or contact person requesting the license. If the publisher fees are accepted by the requestor, SA staff will invoice the requestor. Upon receipt of the publisher fees from the requestor, SA staff will remit those fees to the publisher.
- 6. If the license is between the group requesting and the publisher, as in number 2 above, the publisher may require the signature of the arranger.
- 7. The arranger will send SA staff a neat legible letter-size copy of the arrangement, free of personal notations, with the required copyright notice affixed on the bottom of the first page of the sheet music of the arrangement.
- 8. SA staff will make the arrangement available through the Sweet Adelines International sales department and on our website, if requested by the arranger and licensing permits.
 - *Reminder if you plan to use this arrangement at a Sweet Adelines internationally sponsored event, or in any event that represents Sweet Adelines International, this song must be submitted through the Song Assessment Tool in the Members-Only section of the DEI Resources page of our website. https://sweetadelines.com/diversity-equity-inclusion/member-resources.

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SWEET ADELINES PERMISSION TO MAKE OR USE AN ARRANGEMENT

Requests with incomplete information will not be processed.

| SECTION A - Cor | mplete this section if you are the arrange | r, otherwise skip to Section B |
|--|--|---|
| Check One: | | ranger Certification Program (ACP) |
| CHECK OHE. | | r of Sweet Adelines International |
| | \$25.00 US Non-member of S | weet Adelines International |
| Arranger Name: | | Member ID# (if applicable): |
| | | |
| | | Phone (optional): |
| | specific group: | |
| Do you want to ma | group: ke this arrangement available for sale on t | the Sweet Adelines International website and earn commission |
| • | | |
| ARRANGER SIGNAT | TURE: DATE: | |
| | nplete this section if you are <u>not</u> the arrar | |
| \$50.00 US Processi | | |
| | | Member ID# (if applicable): |
| | | |
| | | |
| | rrangement? | |
| If no, name of ar | ranger hired to create arrangement: | |
| | | |
| - | | applicable party, to use this arrangement? \square Yes \square No |
| | | publisher and per copy fees. I also understand that if I do not agree |
| | h from the publisher, that I can cancel this request before paying any additional publisher fees. DATE: | |
| | | DATE: |
| SECTION C – SO | NG INFORMATION | |
| Complete Song Title | e: | |
| List all Writer(s) and | d Composer(s): | |
| | | |
| _ | t voiced for young women? | □ No |
| | requested: t receive commission on copies preordered from the p | publisher. |
| | (if known): | |
| | | |
| Level of difficulty (ij | f known): \square Easy \square Mediur | m 🗆 Difficult |
| | quirements for Competition Songs (if know | n): ☐ Yes ☐ No |
| Song Type: 🗌 Ba | illad Uptune Novelty | ☐ Parody ☐ Other |
| Has this song boon | submitted for review through the Sweet A | (Please specify) Adelines Song Assessment Tool? □ Yes □ No |
| inas tins song been | Sabilitied for review tillough the Sweet P | Mennes song Assessment root: L 165 L NO |
| , - | | n permission to arrange and/or use the above mentioned song. I hereby ernational any fees necessary for obtaining permission to arrange. |
| | METHOD OF PAYMENT | Payment Amount in US: \$ |
| | Credit Card: ☐ Visa ☐ Maste | erCard |
| ☐ Check enclosed (Please make payable to Sweet Adelines International) | Card Number: | |
| | Expiration Date: | Security Code (CVV): |
| | Print Name: | |
| | Signature: | |

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