



REQUEST FOR PERMISSION TO ARRANGE

Prepare in Duplicate

PART 1 To be completed by the Unit Director who is requesting permission

I/We are requesting permission and non-exclusive license to arrange a musical composition to which you own the copyright (hereinafter referred to as "The Arrangement.") Please complete Part 2 of this form and return it in the enclosed self-addressed, stamped envelope. If you request the remittance of any money, and if the terms are agreeable, I/We shall do so upon receipt of Part 2 of this form. Thank you for your consideration of this request.

1. To: (name of Publisher) _____ Date: _____

2. Address: _____

3. Title of Composition: _____

By: _____ (words)

_____ (music)

4. The Arrangement will be for (type of arrangement) _____

in (number of instrumental and/or vocal) _____ parts.

We will produce _____ copies of the Arrangement for use and performance by our Instructors and Members only.

5. All rights in and to the Arrangement, except as specifically granted to the Arranger herein, are reserved by the Publisher for the Publisher's use. The Arranger specifically acknowledges that no right to record or reproduce additional copies is granted by the Publisher herein. Any such further reproduction, recording, and/or distribution of the Arrangement shall be by separate permission upon the Arranger's written request, and at the discretion of the Publisher. The Arranger shall not further distribute, sell, loan, lease or rent the copies of the Arrangement made pursuant to this letter of agreement to any third party for any purpose whatsoever.

Very truly yours,

Unit Director's Name: _____

School or Unit Name: _____

Address: _____

PART 2 To be completed by the Publisher and returned to the Requestor

1. Permission to arrange is granted denied

Reason for denial (in process of publication, available for sale, etc) _____

2. The Publisher will require a fee of \$ _____ in exchange for granting the requested permission to arrange the aforementioned piece of music (if applicable).

3. All copies of the Arrangement shall bear the following copyright notice: _____

_____ and the words "arranged by permission" on the bottom of the first page and on each page of the Arrangement. A copy of the arrangement shall be furnished to the Publisher upon completion.

4. Additional provisions (if applicable): _____

_____.

5. The license agreement sets forth the entire understanding between the two aforementioned parties and may not be modified or amended except by written agreement signed by both parties.

Signature of Copyright Owner or Publisher: _____

Printed Name: _____ Title: _____

Date: _____