

## CHAPTER DATE CLEARANCE FORM

The Chapter Date Clearance Form is to be completed by the chapter, and mailed to the Regional Communication Coordinator for date clearance and posting on the regional calendar of events. Do not send this form to international headquarters.

Send to: **HEATHER REIMNITZ, Communication Coordinator, hreim6@gmail.com**  
**SUE McCORMICK, Region Administrative Director, suedenm@comcast.net**

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*To be completed by the chapter and e-mailed to the Communication Coordinator to post on Regional Calendar*

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Chapter Name

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Region

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Contact

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Name of Event/Show

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Event Location (if known)

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Date/Time of Event/Show

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Address of Location (address, city, state, zip code)

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**When a United States chapter is planning a musical performance, the event must be covered by a performance license from ASCAP (American Society of Composers, Authors, and Publishers) and BMI (Broadcast Music, Inc.).**

To obtain a license, please complete a Request for ASCAP/BMI License for each performance. (For example, two request forms would be submitted if the chorus planned an afternoon and evening performance on the same day.)

Canadian chapter may obtain information on performance licenses by writing to:

Society of Composers, Authors, and Music Publishers of Canada (SOCAN)  
41 Valleybrook Drive  
Don Mills, Ontario M3B 2S6  
Canada  
416-445-8700 or 416-445-7108 Fax