

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**
JC FORD, Team Coordinator, geegaw56@gmail.com

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

Chapter Name

Region

Contact

Name of Event/Show

Event Location (if known)

Date/Time of Event/Show

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

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