

REQUEST FOR PERMISSION TO ARRANGE

PART 1.

To be completed by party requesting permission:

I/We are requesting permission and non-exclusive license to arrange a musical composition to which you hold 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 conditions 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: _____ Date: _____
(Name of publisher)

2. Address: _____ City _____ State _____
Zip: _____

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 exclusive use and performance by
our _____
(Teachers, students, members etc.)

Name of Institution

Signature

Date

Title

PART 2.

1. Permission: Granted Denied Reason: _____
(Process in publication, available for sale, etc.)

2. We will require a fee of \$ _____ in exchange for granting you permission as requested to arrange the aforementioned piece of music.

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 of music of each part of The Arrangement. A copy of The Arrangement shall be furnished to you upon completion.

4. Additional Provisions: _____

The license agreement constitutes the entire understanding between the two aforementioned parties and may not be modified or amended except by written agreement signed by both parties. This is a limited use license, limited to the specific use as identified in Part 1.

Permission granted:

Signature

Date

Title