



SWEET ADELINES INTERNATIONAL PERMISSION TO ARRANGE INSTRUCTIONS

1. Arranger initiates the process by completing *Request for Permission to Arrange* form and submitting it along with appropriate handling fees to international headquarters. Handling fees are as follows:

Members of Sweet Adelines International	\$15 PER SONG
Non-members	\$25 PER SONG

Because there is often more than one song of the same title, please include as much information as possible on your request form (e.g. composer name, publisher name and address, copyright date, etc.).

If you are asking for a medley or parody, specify this and include other titles and all lyric changes.

2. Staff contacts publisher(s) requesting permission to arrange.
3. As soon as a response is received from publisher(s), the required publisher fee(s) (if any) will be invoiced to the arranger. If fees are in excess of \$100, SA staff will contact the arranger to confirm interest in pursuing the license.
4. Upon receipt of the publisher fees (from the arranger), SA staff will remit those fees to the publisher. The publisher will then provide the copyright information to SA staff. SA staff will then send the arranger a notification of clearance with copyright information and other details.
5. The arranger sends us a neat legible letter-size copy free of personal notations (preferably in electronic format) with required copyright notice affixed on the bottom of the first page of the arrangement. **The arrangement will not be added to the inventory without sheet music.** Contracts with the publisher(s) provide that we send them a copy of the completed arrangement.
6. Preview copies of arrangements are available through International Sales. Payment to Sweet Adelines International for the fees of copies of any arrangement can be made over the phone or through our website.

SWEET ADELINES INTERNATIONAL REQUEST FOR PERMISSION TO ARRANGE
Please note that Arrangers are responsible for paying Publisher Licensing Fees.

Sweet Adelines International is happy to negotiate with publishers to obtain permission to produce barbershop arrangements of music under copyright control. If you wish to arrange a song, please complete this form and submit it along with appropriate handling fee to:

Sweet Adelines International, Attn: Music Services Department
 9110 South Toledo Ave, Tulsa OK 74137 U.S.A.

Fax: 918-388-8083

Please refrain from emailing requests with payment information.
Complete one form per song for a medley request. Attach a copy of any parody lyrics.

HANDLING FEES:

Members of the CIEA	1
Non-AOP members	2
Non-members	\$25 PER SONG

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:

ARRANGER: _____

CONTACT: _____

PHONE: _____

EMAIL: _____

SONG TITLE: _____

AUTHOR/COMPOSER: _____

PUBLISHER: _____

Number of Copies Needed _____

Please Note: Arrangers will not receive commission on copies that are preordered directly from the publisher.

Level of Difficulty: Easy ____ Medium ____ Difficult ____

Meets the JCDB Requirements for Competition Songs: Yes ____ No ____

Type of Song: Ballad ____ Uptune ____ Novelty ____ Parody ____ Other ____
 (please specify)

SIGNATURE _____ DATE _____

NOTE: We will make every effort to handle your request as quickly as possible. However, please be aware that response time from the publisher cannot be predicted. Rush request fees may apply.

My signature below authorizes Sweet Adelines International to obtain permission to arrange the above-mentioned song. I hereby agree to adhere to required policies and pay Sweet Adelines International any fees necessary for obtaining permission to arrange.

METHOD OF PAYMENT	
ONLY SUBMIT CREDIT CARD PAYMENT VIA FAX, PHONE OR POSTAL MAIL	
<input type="checkbox"/> Check Enclosed (Please make payable to Sweet Adelines International)	<input type="checkbox"/> Credit Card *CC payment only acceptable via postal mail, fax or by phone. <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Amex
	Card Number: _____
	Expiration Date: _____ Security Code (CVV): _____
	Print Name: _____
	Signature: _____