

## **CHAPTER DATE CLEARANCE FORM**

The *Chapter Date Clearance Form* is to be completed by the chapter and mailed to the team coordinator for date clearance. After recording the event date on the regional calendar of events, the team coordinator will mail the *Chapter Date Clearance Form* back to the chapter for their file. Do not send this form to international headquarters.

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### **To be completed by the chapter and mailed to the team coordinator.**

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Region

\_\_\_\_\_  
President/Team Coordinator

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
City/State/Zip

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### **To be completed by the team coordinator and mailed back to the chapter for filing.**

The entry has been made on our regional calendar of events. Have fun with your planning. If I may be of any assistance, please let me know.

\_\_\_\_\_  
Team Coordinator

\_\_\_\_\_  
Date

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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 chapters 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