



**PERMISSION TO MAKE OR USE AN ARRANGEMENT FORM INSTRUCTIONS**

1. The arranger or contact person will initiate the process by completing the *PERMISSION TO MAKE OR USE AN ARRANGEMENT* form and submitting it along with appropriate handling fees to international headquarters. If the requestor is not the arranger (Section B), the requestor must receive permission from the arranger or applicable party (as in the case of a deceased arranger), to complete this form.
2. NEW PROCESS - To make an arrangement for a specific group, or for a group to use a specific arrangement already complete, Sweet Adelines International will now approach the publisher(s) on your behalf. In this process, the license is between the publisher and the group requesting the license to use the arrangement. Sweet Adelines will not sell this arrangement through our organization, BUT will charge a \$50.00 US processing fee to obtain this license and act on your behalf.

Reasons to choose this type of license:

- The process to receive this type of license is quicker, steps involved are fewer, and only involve the permission to use a barbershop arrangement and not to sell it through our organization.
- Although a publisher may deny Sweet Adelines International a license to sell the sheet music to a particular arrangement, they will grant a license to a group for a specific amount of copies.
- The group requesting the arrangement would like it to be exclusive to their group.
- Sweet Adelines staff are familiar with the parent companies that administer print rights for smaller publishers and have a relationship with them.

<b>FEES for Permission to make or use an arrangement</b>	
To make an arrangement available through Sweet Adelines International:	
Members of the Arranger Certification Program (ACP)	\$15.00 US per song
Non-ACP members of Sweet Adelines International	\$20.00 US per song
Non-members	\$25.00 US per song
To make an arrangement for a specific group that will not be available through Sweet Adelines International	\$50.00 US per song plus publisher and per copy fees

3. If you are asking to arrange or use a medley, specify this on the form and include all titles, writers and composers.
4. If you are asking to arrange or use a parody, specify this on the form and include a separate sheet that only includes the parody lyrics and does not include the music.
5. Staff will approach the publisher(s), requesting the proper permission, and relay the response to the arranger or contact person requesting the license. If the publisher fees are accepted by the requestor, SA staff will invoice the requestor. Upon receipt of the publisher fees from the requestor, SA staff will remit those fees to the publisher.
6. If the license is between the group requesting and the publisher, as in number 2 above, the publisher may require the signature of the arranger.
7. The arranger will send SA staff a neat legible letter-size copy of the arrangement, free of personal notations, with the required copyright notice affixed on the bottom of the first page of the sheet music of the arrangement.
8. SA staff will make the arrangement available through the Sweet Adelines International sales department and on our website, if requested by the arranger and licensing permits.

**\*Reminder** – if you plan to use this arrangement at a Sweet Adelines internationally sponsored event, or in any event that represents Sweet Adelines International, this song must be submitted through the Song Assessment Tool in the Members-Only section of the DEI Resources page of our website. <https://sweetadelines.com/diversity-equity-inclusion/member-resources>.

