

CHAPTER DATE CLEARANCE FORM

The *Chapter Date Clearance Form* is to be completed by the chapter and mailed or emailed to the team coordinator for date clearance. After recording the event date on the regional calendar of events the team coordinator will mail or email the chapter date clearance form back to the chapter for their file.

Do not send this form to International Headquarters.

To be completed by the chapter and mailed/emailed to the team coordinator.

Chapter Name

Region

President/Team Leader

Name of Event

Venue

Date of Event

Address and City of Event

To be completed by the team coordinator and mailed/emailed 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

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 ACAP/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 visiting entandemlicensing.com or calling 1-866-944-6223.

**Send completed form to the Region 2 Team Coordinator
Lois Kelly
loiskelly@cogeco.ca**