



PERFORMANCE LICENSE INSTRUCTIONS

ASCAP, and BMI, represent the owners of virtually all copyrighted music in the U.S.A. (Countries other than the U.S.A. should check for local regulations as copyright laws vary from country to country and the methods of meeting requirements may vary also.) The purpose of these organizations is to protect the rights of composers and authors and to insure that they receive fair compensation for the performance of their works. Sweet Adelines International serves as the clearinghouse for the collection of license fees and issues the license certificates to the chapters. A performance license application form can be obtained from the Music Services Department, Sweet Adelines International, 9110 S Toledo Ave, Tulsa, Oklahoma 74137, by calling international headquarters at 1-800-992-7464, or by emailing music@SweetAdelines.com.

ASCAP/BMI

PLEASE SUBMIT YOUR REQUEST NO LATER THAN 10 DAYS FOLLOWING YOUR EVENT.

When applying for a license, submit the following information:

1. Chapter name, chapter number, region number
2. Region name (if this is a request for a regional event)
3. Date of performance (competition)
4. Name of facility
5. Location of facility (city and state)
6. ASCAP rate calculation based on seating capacity & gross revenue (minimum fee is \$25.00)
7. BMI rate based on seating capacity only (minimum \$20.00)
8. Enter total enclosed and member information for the person who is to receive the license

Note: A separate license must be purchased for each performance, e.g., matinee and evening shows on the same day require two applications.

ASCAP RATE

Fill in the blanks and check the appropriate box for your event to calculate the ASCAP fee:

****Minimum fee is \$25.00**

Ticket Price \$ _____ times Tickets Sold _____ = Gross Revenue \$ _____

Seating capacity is **0 - 2,999** - Gross Revenue \$ _____ times **.0068** = Total ASCAP Fee \$ _____

(or Minimum Fee of \$25.00)**

Seating capacity is **3,000 - 5,000** - Gross Revenue \$ _____ times **.0045** = Total ASCAP Fee \$ _____

Free admission event at a location with seating capacity of **5,500 or less** = Total ASCAP Fee is **\$25**

Example: Ticket Price \$ 10 times Tickets Sold 750 = Gross Revenue \$ 7,500

With seating capacity of 1,000 multiply times **.0068** = Total ASCAP Fee \$ 51.00

With seating capacity of 3,000 multiply times **.0045** = Total ASCAP Fee \$ 33.75

BMI FEE (Based on seating capacity only.)

Seating Capacity	Rate
0 - 1,500	\$20
1,501 - 2,500	\$30
2,501 - 5,000	\$50
5,000 - 7,500	\$68

REQUEST FOR ASCAP/BMI PERFORMANCE LICENSE

Please complete and mail this form along with your payment (make check payable to Sweet Adelines International) **no later than 10 days following your event** to: Sweet Adelines International, Music Services Department, 9110 S. Toledo Ave, Tulsa, Oklahoma 74137. If you have any questions, call International Headquarters at 1-800-992-7464.

Alternately, the form can be faxed to 918-388-8083, or emailed to music@sweetadelines.com.

***NOTE:** If you are having more than one performance (show), complete a request form for each. An ASCAP/BMI license will be issued for each performance. Fees are based on the actual seating capacity of the concert hall and the total gross revenue. Gross revenue means all money received from the sale of tickets for each performance. The Finance Department can provide the rate schedule for seating capacity over 5,000 upon request.

Chapter Name _____ Chapter # _____ Region # _____

Region Name (if this is a request for a regional event) _____

Date of Performance (*see note above) _____

Name of Facility _____

Location of Facility (city and state) _____

ASCAP RATE

Fill in the blanks and check the appropriate box for your event to calculate the ASCAP fee: *Minimum fee is \$25.00***

Ticket Price \$ _____ times Tickets Sold _____ = Gross Revenue \$ _____

G Seating capacity is **0 - 2,999** - Gross Revenue \$ _____ times **.0068** = Total ASCAP Fee \$ _____
*(**or Minimum Fee of \$25.00)*

G Seating capacity is **3,000 - 5,000** - Gross Revenue \$ _____ times **.0045** = Total ASCAP Fee \$ _____

G Free admission event at a location with seating capacity of **5,500 or less** = Total ASCAP Fee is **\$25**

Example: Ticket Price \$ 10 times Tickets Sold 750 = Gross Revenue \$ 7,500
 With seating capacity of 1,000 multiply times .0068 = Total ASCAP Fee \$ 51.00
 With seating capacity of 3,000 multiply times .0045 = Total ASCAP Fee \$ 33.75

BMI FEE BASED ON SEATING CAPACITY ONLY	
SEATING CAPACITY	BMI RATE
0 – 1,500	\$20.00
1,500 – 2,500	\$30.00
2,501 – 5,000	\$50.00
5,001 – 7,500	\$68.00

ASCAP fee submitted \$ _____
 (Minimum ASCAP fee is \$25.00)

BMI fee submitted \$ _____
 (see chart left)

Total Enclosed \$ _____

License will be emailed to the person listed below:

Name _____

Member # _____

Address _____

Daytime Phone _____

Email _____
 (Required to receive licenses)

Please complete the following if using a credit card:

Visa
 MasterCard
 Discover

CARD NUMBER: _____

EXPIRATION DATE: Month _____ Year _____

CVV: _____ Zip: _____

 Card owner's signature – **must be signed**