

**REQUEST FOR PERMISSION TO ARRANGE**  
**PART 1**

**INSTRUCTIONS**

This form is to be prepared in duplicate. After completing PART I and signing both copies where indicated, forward both to the publisher who will complete PART II of the form and return it to you. If the publisher indicates a payment for the right you request, and if the conditions are agreeable to you, remit the amount to the publisher together with the original copy, which they will have signed, whereupon the agreement will be completed.

To: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of Publisher)

\_\_\_\_\_  
(Address of Publisher)

Gentlemen:

We hereby request your permission and non-exclusive license to arrange the following musical composition:

\_\_\_\_\_

By: \_\_\_\_\_ (words)

\_\_\_\_\_ (music)

hereinafter referred to as "The Arrangement")

1. The Arrangement will be for \_\_\_\_\_  
(Type of Arrangement)

in \_\_\_\_\_  
(Number of Instrumental and/or Vocal Parts)

We will produce \_\_\_\_\_ copies of The Arrangement for use and performance only by our

\_\_\_\_\_  
(Teachers, Students, Members, Congregations, Etc.)

No right to record or to reproduce additional copies is granted to us. We understand that if we wish to record The Arrangement a separate license will be required. We agree not to distribute (except for use of copies as provided in Paragraph 1), sell, loan or lease copies of The Arrangement to anyone.

(OVER)

## PART II

3. All copies of The Arrangement shall bear the following copyright notice and the words "Arranged by Permission":  
  
at the bottom of the first page of music of each part of The Arrangement. We will furnish you with a copy of The Arrangement upon completion.
4. We will have The Arrangement made by a person connected with us as our employee for hire, without any payment obligation on your part, and our signature below, together with yours underneath the words "Permission Granted" below shall assign to you all of our right in The Arrangement and the copyright in The Arrangement together with the sole right of registering the copyright as a work made for hire in your name or the name of your designee.
5. Additional provisions (if applicable):
6. In consideration of your permission to arrange, we will pay you \$ \_\_\_\_\_ upon the granting by you of the permission requested.
7. This license agreement sets forth our entire understanding and may not be modified or amended except by written agreement signed by both of us.

Very truly yours,

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Address

By: \_\_\_\_\_

### PERMISSION GRANTED:

By: \_\_\_\_\_  
Publisher

### PERMISSION DENIED BECAUSE:

1. Arrangement available for sale.
  2. Arrangement is process of publication for sale.
  3. May not be arranged because of contractual commitments.
  4. Other: \_\_\_\_\_
- \_\_\_\_\_