# **Request for Permission to Arrange**

## Part I

### Instructions

Го:	[Name of Publisher]	Date:	
	[Name of Publisher]		
		[Address of Publisher]	
ublis	ner:		
We	hereby request your permissi	on and non-exclusive license to arrange the following musical comp	position
		(words)	
	By:		
herein	By:	(words) (music)	
herein	By:	(words) (music)	
herein	By:	(words) (music) ngement")	
	By:	(words) (music)	
	By:after referred to as "The Arran	(words) (music) gement") [Type of Arrangement]	
	By:after referred to as "The Arran	(words) (music) ngement")	

2. 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 us of copies as provided in Paragraph 1), sell, loan or lease copies of The Arrangement to anyone.

### 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:\_\_\_\_\_

#### **PERMISSION DENIED BECAUSE:**

- $\Box$  Arrangement available for sale.
- Arrangement in process of publication for sale.
- ☐ May not be arranged because of contractual commitments.
- Other: