



INSTRUCTIONS FOR COMPLETING THE REQUEST FORMS

Song Title	State the title of the song you would like to license.
Album	State the name of the album that the song appears on.
Artist /Composers	State the name of the artist(s) performing the song and composers.
Record Label	State the name of the record label associated with the album you have indicated above.
Licensee	Sate the name of the person or entity that is seeking to license the song.
Production Name	State the name of the production - typically the title of the film or video project or the name of the show.
Media	Describe the media you plan on using to show your project - some examples include film festivals, TV, video, radio, Internet. If you are producing videos or DVDs, please list the number of copies you plan to produce. If your media is going to be shown at a trade show or other such gathering, state number of attendees that will be present during the showing.
Synopsis and Scene Description	Describe the scene in which you would like to use the song you are requesting. A brief synopsis of the entire project as well as a description of the particular scene, please be as specific as possible. If you need more space, please feel free to attach further documentation explaining the details of the use.
Featured/Background	Is the song being sung by one of your characters? Is it playing without any voiceover? That is potentially a featured use. If, however, a song is playing in the background at low volume with narration over the top, that may be a background use.
Duration of music	State the length of the music use in your project. If you are requesting multiple uses, state the length of each use separately. For example, if you would like to use a 17 second clip of the song in the middle of your project and a 1 minute clip later in the project, you would state the following - 0:17:, 1:00.
Term	State how long you would like to license the song for your project. Licenses for film festivals are generally issued for a term of one (1) year. Right to use a song in perpetuity allow, the licensee to use the song in the project forever.
Territory	State where you would like the rights to use music in your project. If your project will only screen in a particular city or at a particular festival, specify herein. If you would like to secure rights to show the project anywhere in the world, simply write <i>world</i> . Similarly, if your project will screen at theater all over the USA but nowhere outside the country, write <i>USA</i> .
Release/Air Date	State the date your project will be released or first aired. If you do not know the exact date, please estimate to the best of your ability.
Options	If you would like the option to purchase additional rights in the future, please specify herein. For example, some producers license songs for a term of one (1) year with an option to extend that term for an additional six (6) months to be extended prior to the expiration of the initail term.
Fee	The fee that is quoted depends on what rights your are requesting and the popularity of the artist/song. The broader the rights, the higher the fee. Hence, try to limit your request to the rights you will require.