

Southern California School Band & Orchestra Association

Field Adjudication Steering Committee

Copyright Clearance

“PERMISSION TO ARRANGE”

Schools seeking to arrange music for their marching band must seek **PERMISSION TO ARRANGE** from the company or individual that holds the “print rights” to the music. If a director is hiring an arranger, it is the responsibility of the school to seek this clearance. By law, bands performing specially arranged or altered published arrangements are required to acquire **Permission to Arrange** before you begin your arrangements.

Permission to Arrange is granted to specific arrangements, for specific performances, by specific bands, within a specific year. If permission was granted in the past, it does not guarantee that it will automatically be granted in another year. A different year or a different performance group will necessitate separate permission documentation.

An approved arrangement is the property of the company that holds “print rights” not the property of the arranger or band. Other bands may not use the arrangements without re-submitting for permission. Most “print rights” holders request you submit scores and/or parts (including percussion parts).

WHO NEEDS TO HAVE **PERMISSION TO ARRANGE** AUTHORIZATION?

Band using “rearrangements” of:

- A. Original compositions for another medium (orchestral, jazz, vocal, concert band, etc).
- B. Another marching band arrangement or drum corps arrangement.
- C. A published arrangement with “cuts from the original” or “added or new wind or percussion parts.”

HOW DO YOU ACQUIRE **PERMISSION TO ARRANGE**?

FAX or send an official “Permit to Arrange” form (attached) for each arrangement to the “print rights” holder. The “print rights” holder may or may not be the same as the “Original Copyright Holder.” The “Original Copyright Holder” sometimes publishes its own music, or may grant “print rights” to a music publisher. Copyright holders often grant additional permissions to arrange, such as you require, or will designate the right to grant permission for arrangements to the “print rights” holder. The “print rights” holder is often the music publisher.

Send form in early and call after thirty (30) days to confirm its receipts and processing. Publishing companies receive a large number of these requests so be proactive about your request. You will receive permission on the company’s letterhead (a fee is usually required; \$25-\$200) as well as a copy of the “Permit to Arrange” form signed by all parties or a denial for permission. A sent request that does not receive an answer does not mean tacit approval.

PROFESSIONAL SOURCES FOR ACQUIRING COPYRIGHT CLEARANCE

You may wish to hire one of the following companies or contractors to assist you with your licensing efforts. For a nominal fee they could save you much time and effort.

- A. Band of America Copyright Permission Service
- B. CopyCat Music Licensing, LLC (Jeni Paulson, (608) 483.2557, www.copycatlicensing.com)
- C. Buck McKinney, Attorney at Law, (521)236.0150, www.BuckMcKinney.com
- D. Music Publishers Sales Agency List (links to BMI and ASCAP)