

CHAPTER DATE CLEARANCE FORM

The *Chapter Date Clearance Form* is to be completed by the chapter and sent to the Team Coordinator for date clearance. After recording the event date on the regional calendar of events, the Team Coordinator will mail the chapter date clearance form back to the chapter for their file. Do not send this form to International Headquarters.

To be completed by the chapter and returned to the Team Coordinator.

_____	Region 3
Chapter Name	Region
_____	_____
President/Publicity Coordinator and Phone #	Name of Event
_____	_____
Address	Date of Event
_____	_____
City/State/Zip Code	Event Location

To be completed by the Team Coordinator and mailed back to the chapter for filing.

The entry has been made on our regional calendar of events. Have fun with your planning. If I may be of any assistance, please let me know.

Carol Thompson	_____
Team Coordinator	Date

When a United States chapter is planning a musical performance the event must be covered by a performance license from ASCAP (American Society of Composers, Authors and Publishers) and BMI (Broadcast Music, Inc.).

To obtain a license, please complete a *Request for ASCAP/BMI License* for each performance. (For example, two request forms would be submitted if the chorus planned an afternoon and evening performance on the same day.) These forms are available on the Regional or the International website, or at this link:

www.sweetadelineintl.org/request-for-performance-license.pdf

You can complete this form and email it to me at: thompsoncj@hotmail.com

However, if you cannot submit this form online, please print and mail to:
Carol Thompson
51717 Summer Wood Ct.
Granger, IN 46530