

CHAPTER SHOW DATE FORM

The *Chapter Show Date Form* is to be completed by the chapter and sent to the Communications Coordinator for inclusion on the regional calendar. After recording the event date on the regional calendar of events, the Communications Coordinator will mail the chapter show date 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 Communications 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 Communications 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.

Sherry Berkley _____
Communications Coordinator Date

You can complete this chapter show date form and email it to the CC at: sherrylead@gmail.com.

However, if you cannot submit this form online, please print and mail to:
Sherry Berkley
19465 Haviland Drive
South Bend, IN 46637

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: <http://www.sweetadelineintl.org/pdf/request-for-performance-license.pdf>. This form should be mailed to International Headquarters per instructions on the form