

# LAKE ONTARIO REGION 16

## CHAPTER EVENT DATE CLEARANCE FORM

The **Chapter Date Clearance Form** is to be completed by the chapter and mailed to the Team Coordinator for date clearance. After recording the event date on the Regional Calendar of Events, the TC 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 mailed to the Team Coordinator**

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Region

\_\_\_\_\_  
President / Management Team

\_\_\_\_\_  
Name of event

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of event

\_\_\_\_\_  
City/State/Zip (Province)

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 can be of any assistance, please let me know.

\_\_\_\_\_  
Region 16 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** form for each performance. (For example, two requests forms would be submitted if the chorus planned an afternoon and evening performance on the same day.)

CANADIAN chapters may obtain information on performance licenses by writing to:

SOCIETY OF COMPOSERS, AUTHORS & MUSIC PUBLISHERS OF CANADA (SOCAN)  
41 Valleybrook Drive  
Don Mills, Ontario M3B 2S6  
CANADA  
(416) 445-8700 or Fax: (416) 445-7108