

CHAPTER DATE CLEARANCE FORM

The *Chapter Date Clearance Form* is to be completed and mailed to the team coordinator for date clearance. After recording the event date on the regional calendar of events, the team coordinator will mail the form back to the chapter for their file. Do not send this form to international headquarters.

To be completed by the chapter:

_____	_____
Chapter Name	Region
_____	_____
President/Team Coordinator	Name of Event
_____	_____
Address	Date of Event

City/State/Zip Code	

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

This event has been added to the regional calendar of events. Have fun with your planning. If I may be of any assistance, please let me know.

_____	_____
RMT 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), BMI (Broadcast Music, Inc.) and SESAC.

To obtain a license, please complete a *Request for ASCAP/BMI/SESAC License* for each performance. (For example, two request forms would be submitted if the chorus planned an afternoon and evening performance for the same day.)

Return this form to: Cinda Crews
1727 Whitehaven
San Antonio, TX 78232