

Board Member Concert Copyright Compliance Checklist



Buying Music & Arrangements	
✓	All of the published sheet music in music folders has been purchased from a music publisher. The only copied songs are music in the public domain or licensed arrangement (see below).
✓	Any music claimed to be in the public domain has been confirmed and documented in chorus office files.
	If new arrangements are being performed:
✓	A license from the copyright holder has been obtained, paid and documented in chorus office files.
✓	There is a signed and completed contract between the chorus and arranger in chorus office files.
✓	Fees to the arranger have been negotiated and paid.
✓	The arrangement license notice, including any expiration date, is written at the bottom of each singer score or digital PDF.
	If previously existing arrangements are being performed:
✓	A sub-license from the copyright holder has been obtained, paid and documented in chorus office files.
✓	The license notice, including any expiration date, is written at the bottom of each singer score or digital PDF.
Performance Rights	
✓	Performance rights have been paid to ASCAP and BMI (in the quarter following the concert)
Recording Rights	
✓	Mechanical rights have been obtained for any audio recordings other than for archival purposes
✓	Synch rights have been obtained for any video recordings other than for archival purposes
Web, Broadcast, Synch rights, Grand Rights	
✓	Synch rights have been obtained for any video to be displayed on the web or broadcast in any form
✓	Choreography, costumes and sets have been reviewed to determine if grand performance rights are required. If they are, such rights have been obtained and the fees paid.