



Festival Song Entry Webinar

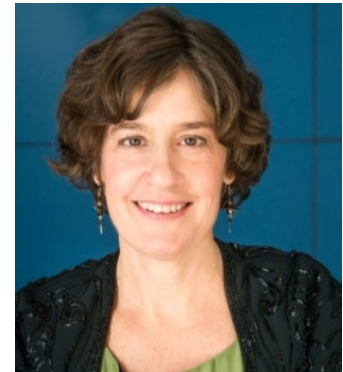


Introductions

Robin Godfrey, Executive Director
ExecutiveDirector@GalaChoruses.org

Jane Ramseyer Miller, Artistic Director

AD@GalaChoruses.org





Goals for this webinar

To provide information for entering song information into the Integra system to be used for:

- The GALA Festival mobile phone app (complete schedules and song lists)
- The Festival printed program
- Copyright compliance



GALA Festival Integra Mobile App

The Integra Planner is available for Android users in the Google Play Store and for iOS users in the Apple App Store

- What you enter into Integra is what will appear in the app including the correct (or not) spelling of your chorus name, song titles, etc.
- The complete concert schedule will be visible to all delegates
- Your chorus will also see their own rehearsal and tech times, call times and performance information.
- Each concert block will include a list of songs entered in the app with the ability to track and save your favorites.



Copyright Compliance

Fundamentally, copyright compliance is about honoring the creators of our music and helping them make their living from their music so that they can make more of it for us.

It is time to make certain that Festival 2020 is 100% copyright compliant. This is intended to protect both the performing choruses and GALA Choruses, as the producer of the festival.

Our upcoming festival is going to be closely scrutinized by the music publishers for compliance with every aspect of copyright law.



The copyright issues involved with the performances at festival include:

Chorus Responsibility:

- **legal reproduction and purchase** of copyrighted music
- obtaining the permission of the copyright holder for **custom arrangements** of music performed
- securing **Grand Rights** for any song involving a dramatic performance of a work defined as being “accompanied by dialogue, pantomime, dance, stage action, or visual representation of the work from which the music is taken.”
- paying **Mechanical Rights** if your chorus distributes for free, or sells, a recording of your Festival concert.

GALA Choruses Responsibility:

- paying the **performance rights** organizations (BMI, ASCAP and SESAC) for the live music performed at festival



The live performance royalties owed to BMI, ASCAP and SESAC are paid by GALA for the entire festival so this aspect is not the chorus responsibility.

Compliance with the other copyright issues is dependent upon the actions of the individual performing choruses.

As choruses enter their song list for their Festival performance into the Integra Planner you will answer questions regarding the source of the sheet music, whether the song has been arranged and whether the presentation of the song includes the type of dramatic elements that could cause grand rights to be required.



GALA has been advised that individual choruses will be sued for copyright infringement and GALA Choruses will be sued for contributory and vicarious infringement should there be any copyright violations by performing choruses at Festival. Outside counsel has advised GALA that the only way to protect the organization is to require proof of compliance.

The following slides explain how copyright compliance will be addressed as you enter your song list into Integra and how proof of compliance will be provided.

Performance details

Enter any overall information relating to your performance in this event: programme information and technical information for your whole set, as opposed to the detailed song-by-song information you enter elsewhere.

Event

Event	Concert 3 Boettcher
Category	Concert Block
Start time	Mon Jul 4, 2016 12:00 PM MDT
Duration	2 hrs 30 mins
End time	2:30 PM
Location	Boettcher Concert Hall, Denver Performing Arts Complex, Denver

Performance

Performer	One Voice Mixed Chorus - MN
Start time	2:00 PM
Duration	30
End time	2:30 PM

Program

Performance information

Program information

Any information to display in the program about your whole set

Sign language interpreted

Will your performance have a sign language interpreter?

Technical info

Any technical requests or information for your whole set



Attach a scan of your annotated stage diagram to the first song in your program.

You can get a copy of the stage diagram at _____

Save

Event program

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Production detail report

Performers

Name	Approx start time
Gay Asian Pacific Alliance Men's Chorus	12:00 PM
OurSong: The Atlanta Gay and Lesbian Chorus	12:30 PM
Palm Springs Gay Men's Chorus	1:00 PM
Rainbow Women's Chorus	1:30 PM
One Voice Mixed Chorus - MN	2:00 PM

Program [One Voice Mixed Chorus - MN'](#)

Show songs for performer:

One Voice Mixed Chorus - MN

+ Add song

Information about overall performance

	Title	Performer
↑	When Thunder Comes	One Voice Mixed Chorus - MN
↓	I Am Flying	One Voice Mixed Chorus - MN
	Total duration (hh:mm:ss)	

Event program

List Previous Next

Key info

Title When Thunder Comes

Song/other Song Other, such as movement or speech

Duration MM SS
03 : 50

Publish Include in program (recommend hiding speeches and encores for example)

Performers

Main performer One Voice Mixed Chorus - MN

Program info (songs only)

Composer Mari Esabel Valverde

Lyricist J Patrick Lewis

Arranger

Overall composition E.g. musical, symphony or album this is from


Other program info One Voice Commission, 2016

Published Music

Verify that you have legally purchased copies of this song for every person on stage (singers, instrumentalists, ASL interpreter, conductor, etc). You must be able to provide one of the following in order to perform the song at Festival 2020:

1. A receipt showing purchase date, title of the song and number of scores.
2. **OR** Physical representation of the scores previously purchased or from your chorus library
 - a. Attach a color photograph of published scores with the title page and number of scores clearly visible (see example).
 - b. **OR**, a photo showing each chorus member with a published score in hand!




 Type

Publisher and catalog #

Copyright contact

Number of scores purchased

 Attach purchased receipts or photographic documentation of library inventory



Commission, Manuscript or Unpublished Score

Verify that you have permission from the copyright holder to print scores and to perform the song. If you commissioned the piece, your commission contract should be attached assuming the contract includes permission to perform the song. Otherwise request a letter from the copyright holder of the song (see template below).

The contract or commission letter must also include permission for **use of lyrics**.

Type	<input type="text" value="Unpublished manuscript"/>
Copyright holder	<input type="text" value="2016 Mari Esabel Valverder"/>
Copyright contact	<input type="text" value="Name, address, email and phone number"/>
Permission	<input checked="" type="checkbox"/> Our chorus has permission from the copyright holder to print and perform this song
<input type="button" value="Attach signed permission from the copyright holder"/>	

Download this template from the Integra Planner...

Permission Template for a Manuscript or Unpublished Score

NOTE: this document does not include permission to arrange a song. An arrangement license must be procured from the publisher or copyright holder.

To: **Chorus Name**

Date: **Date**

This letter verifies that I am the copyright holder for the song **Title-of-Song** composed by **Composer-Name**. I grant **Chorus-Name** permission to print scores and perform the song listed above at the GALA Choruses Festival, July 4-8, 2020 in Minneapolis, MN.

[Add if applicable: I also waive any Grand Rights and grant permission for **Chorus Name** to add dialogue, pantomime, choreography, stage action, or visual representation as a part of their performance of this song.]

Name of Copyright Holder: **XX**

Electronic Signature: **XX**

Email contact: **XX**


Phone **XX**

Mailing address: **XX**

Any **custom arrangement** performed at Festival must include documentation that verifies that your chorus has permission (or a license) to arrange.

Tips:

- Permission to arrange may be granted ONLY by the copyright holder. If an arranger tells you they have permission to sell you an arrangement, contact the copyright holder directly to verify. This would be very rare.
- Permission to arrange may be secured directly from a songwriter if you know them personally and they own the copyright to their music.
- More typically, a license to arrange comes from a music publisher. You may contact the music publisher directly. Or Sheet Music Plus has an easy option to publish arrangements. See <https://smppress.sheetmusicplus.com/>

Type	<input type="text" value="Custom arrangement"/>
Copyright contact	<input type="text" value="Name, address, email and phone number"/>
Permission	<input type="text"/>
 Attach arrangement license or signed permission from the copyright holder	

Tip: Note that any license documentation must contain a valid date for a performance at the GALA Festival.

Tresóna License Number: 74871



This Music Arrangement License is issued for the copyrighted music identified below and was arranged as a Work for Hire by:

Composer Name
Address
Phone

for the exclusive use by:

Gay Men's Chorus
Address

This License Certificate serves as proof of payment for the right to make the custom arrangement of the work listed below:

Work Title	Composer(s)	Publisher	Copyright
IMAGINE	John Lennon	LENONO MUSIC C/O DOWNTOWN DMP SONGS	©

This license and its corresponding right for **Twin Cities Gay Men's Chorus** to use the Custom Arrangement ends **11/26/15.**

Tip: Some licenses may have not expiration date but read the print of your license carefully to make sure. This arrangement license has no expiration date, but contains a limited number of scores that may be printed.

HAL LEONARD CORPORATION
7777 W. Bluemound Rd.
P.O. Box 13819
Milwaukee, WI 53213

Name of Chorus
Address, Etc

Agreement dated January 6, 2014 between **ONE VOICE MIXED CHORUS** (hereinafter referred to as the "Licensee") and **HAL LEONARD CORPORATION** (hereinafter referred to as the "Licensor") for Permission to Arrange:

The Licensor hereby grants permission for Steven Milloy (hereinafter referred to as the "Arranger") to create a **SATB Chorus with piano, bass and drum accompaniment** arrangement of the musical composition "**Hall Of Fame**" (the "Arrangement"), for use by the Licensee only. This permission is granted under the following terms:

1. In consideration of the permission to arrange as described herein, the Licensee agrees to pay the Licensor a fee of **\$40.00** to cover the permission fee and the production of a maximum of five (5) copies of the arrangement, **with additional copies being \$1.00 each**. This Agreement shall not be deemed in force until a signed copy of the Agreement is received by the Licensor with payment.
2. The Arrangement shall be made at the Licensee's own expense and shall be created by the Arranger only as the result of employment-for-hire, and such Arrangement shall be a "Work Made For Hire" as such term is used in the United States Copyright Act. The Licensee's signature below shall assign to the respective copyright owner of the composition all rights in the Arrangement including, but not limited to, the exclusive right to print and allow others to print the Arrangement.

More about **custom arrangements**...

This is an area where some choruses are particularly culpable with regard to copyright compliance. To protect your own liability and that of GALA Choruses licenses will be checked carefully and there will be no exceptions.

Choruses that are not able to produce valid licensing for custom arrangements **will not be allowed to perform the song in question.**

Tips:

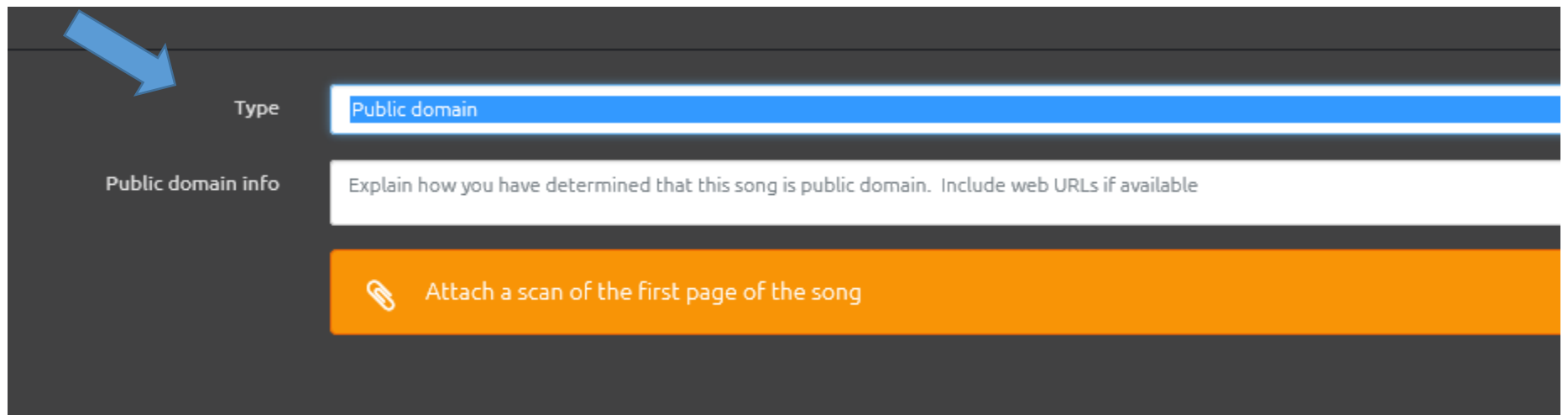
- Permission to arrange does not give your chorus permission to record a song or to share the arrangement/score with any other chorus. Period.
- You may not borrow an arrangement from another chorus. The license and permission must be granted to your own chorus.

Public Domain

Obtain documentation to verify that the song is in the public domain. Petrucci Library at imslp.org has a searchable database.

Tips

- Some scores listed in the Petrucci Library are not considered public domain in the US. These are noted on their website as **Non-PD US**.
- A song in the public domain may be arranged. In this case the arrangement is NOT in the public domain. Attach permission from the arranger.



The image shows a dark-themed form interface. On the left, there is a vertical sidebar with two labels: 'Type' and 'Public domain info'. A blue arrow points from the top left towards the 'Type' label. To the right of 'Type' is a dropdown menu with 'Public domain' selected. Below 'Public domain info' is a text input field with the placeholder text 'Explain how you have determined that this song is public domain. Include web URLs if available'. At the bottom of the form is an orange button with a paperclip icon and the text 'Attach a scan of the first page of the song'.

Public Domain Cont...

Attach a screen print or save a PDF of the webpage showing that the song you are performing is in the public domain (see example below for Schubert's Mass in G).

IMSLP
Petrucci Music Library

Page [Discuss this piece \(2\)](#) [Report issue](#) Read [View source](#) [View history](#) [Go](#) [IMSLP#](#)

Mass No.2, D.167 (Schubert, Franz)

[+ Add File](#)

Contents [hide]	Movements/Sections 6
1 Performances	Composition Year 1815
1.1 Recordings	Genre Categories Masses ; Religious works ; For 3 voices, strings, organ ; [15 more...]
2 Sheet Music	
2.1 Full Scores	

 Benedictus #25041 - 0.62MB, 7 pp. - ★★★★★ (13) - 4046x↓	View	PDF scanned by UME homerdudas (2008/12/1)	
 Agnus Dei #25042 - 0.35MB, 4 pp. - ★★★★★ (11) - 3558x↓	View	PDF scanned by UME homerdudas (2008/12/1)	

Editor:	Eusebius Mandyczewski (1857-1929)
Publisher Info.:	<i>Franz Schubert's Werke, Serie XIII: Messen, No.2</i> Leipzig: Breitkopf & Härtel, 1887. Plate F.S. 152.
Copyright:	Public Domain



Grand Rights: The use of music in a theatrical environment which includes costuming, choreography or development of a story may require a dramatic right.

If you are in doubt about whether a particular element you are planning requires something beyond “small rights” please contact the copyright holder directly or work through Tresona to get clarification.


Grand rights Are you adding any dramatic elements to this song (i.e. dance, costumes, sets, spoken word) that attempt to mimic the original production from which the song is taken or are you using the song as part of an overall story or dramatic narrative?

Yes

No

Yes







No

 Attach signed Grand Rights license for this performance

These notes are for your stage manager. The more detail you can add the better they'll be able to make your set function smoothly.

Other info (songs only)	
Choreography	Dancing bears in costume
Props	umbrellas for each bear
Other info	E.g. genre, mood
Instrumentation and microphones	
Piano	<input checked="" type="checkbox"/>
Drum kit	<input checked="" type="checkbox"/>
Instruments	Any additional instruments? Indicate if the instrument/amp should be miced. If yes, do you need a microphone or Direct Input (DI)?
Solos	Solo microphone requirements
Other info	
Stage area	Dancing bears down front of risers. Singers on Risers
Notes	Anything else that might be helpful for the technical crew

File attachments

Name	Size	
Stage Diagram - One Voice Mixed Chorus.pdf	114,620	View   
When Thunder Comes - Commission Contract.pdf	2,607,549	View   

Upload file(s)

Drop files here to upload

Tips:

1. Enter your song list first, SAVE.
2. Then go back and attach copyright verification for each song.
3. Remember to attach your stage diagram to the first song.
4. You can double check your attachments by clicking on the **VIEW** button.

+ Add song		Information about overall performance				
	Title	Performer	Type	Publish	Approval	Duration (m)
↓	When Thunder Comes	One Voice Mixed Chorus - MN	Song	✓	...	04:54
↓	Intro to set & taiko	One Voice Mixed Chorus - MN	Other	✗		00:24
↓	Ein Souper Heut' uns winkt	One Voice Mixed Chorus - MN	Song	✓	...	02:43
↓	spoken welcome Beijing Queer Chorus	One Voice Mixed Chorus - MN	Other	✗		00:47
↓	I Am Flying	One Voice Mixed Chorus - MN	Song	✓	...	04:32
↓	Shed a Little Light	One Voice Mixed Chorus - MN	Song	✓	...	04:46
↓	piano movement, Taiko set-up	One Voice Mixed Chorus - MN	Other	✗		02:00
↓	Let My Love Be Heard	One Voice Mixed Chorus - MN	Song	✓	...	00:00
↓	Thulele Mama Ya	One Voice Mixed Chorus - MN	Song	✓	...	04:45
	Total duration (hh:mm:ss)					00:24:51

Tips:

1. Time your set for approximately 25 minutes INCLUDING all speaking and movement. Use your 1 min video intro to get your singers on stage.
2. If you are moving the piano or setting instruments, enter estimated time and instructions. This will come out of your 30 min set time.
3. GALA audiences will love you. Plan time for applause.
4. Your chorus will be asked to leave the stage if you exceed your 30 min time.





Song copyright approval

Approval status

Pending

Approval notes

Information for chorus about why this song was rejected

GALA staff will review all song list submissions. When the information provided has been accepted we will change the approval status to “approved.” If there is a question that needs to be resolved before it can be approved we will convey the question in the “approval notes” box.

If proof of compliance with all copyright requirements cannot be obtained your chorus will not be allowed to perform that song at Festival.



Chorus Introductory Video

Your chorus introduction video may only contain music and images that are in the public domain, unless you have obtained permission for any copyrighted images or music and provided evidence of that permission when you submit your video.

Permission can be obtained directly from the copyright holder or seek assistance from Tresona: www.tresonamusic.com

Sources for music on your video:

- A composition you have commissioned. Request rights from the composer.
- Music licensed through Creative Commons: read the requirements for credits

NOTE: performing or recording a song does not give your chorus the right to use it in a video.

Permission Template for a Performance of Copyrighted Song in Video

To: Chorus Name

Date: Date

This letter verifies that I am the copyright holder for the song **Title-of-Song** composed by **Composer-Name**. I grant **Chorus-Name** permission to include a performance or recording of **Title-of-Song** in a video being used to introduce **Chorus-Name** at the GALA Choruses Festival, July 4-8, 2016 in Minneapolis, MN.

I understand that the video will be available on You Tube for attendees of the Festival to view and will be projected on a screen in the concert hall as **Chorus-Name** is coming on stage for their performance.

Name of Copyright Holder: **XX**

Electronic Signature: **XX**

Email contact: **XX**

Phone **XX**

Mailing address: **XX**

Countdown to Festival



- March 1, 2020 Video introductions due
- March 31, 2020 Regular delegate registration closed
- April 1, 2020 Last day for street banner orders, rehearsal space requests and consigned goods orders
- April 30, 2020 Song lists including copyright documentation and production worksheets due
- June 5, 2020 Last day to change or cancel hotel reservations





Questions??

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Jane Ramseyer Miller, Artistic Director

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