

HELP Document for GALA Festival Copyright Compliance

1/23/2020



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!



Custom Arrangements of an Existing Song

Attach a signed license to arrange from the copyright holder (typically the publisher of the song). Most publishers have a licensing process on their website. Include license expiration dates if applicable.

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

If you need assistance obtaining a license you may also [contact Tresona: www.tresonamultimedia.com](http://www.tresonamultimedia.com)

For questions on fair use of parody [review this article](#).

Public Domain

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

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.
- Just because a composer has been dead for 70 years does NOT make their music public domain. Ownership of a song can be assigned to a living person or organization/company that continues after the death of the composer.

IMSLP
Petrucci Music Library

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

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1 Performances	Composition Year 1815
1.1 Recordings	Genre Categories Masses ; Religious works ; For 3 voices, strings, organ ; [15 more...]
2 Sheet Music	
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Benedictus
#25041 - 0.62MB, 7 pp. - ★★★★★ (13) - 4046x↓ [View](#) PDF scanned by UME [homerdundas](#) (2008/12/1)

Agnus Dei
#25042 - 0.35MB, 4 pp. - ★★★★★ (11) - 3558x↓ [View](#) PDF scanned by UME [homerdundas](#) (2008/12/1)

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

Continued...

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 may 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).

If your commission contract does not outline rights for the lyrics you must also include permission from the copyright holder of the text.

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**

Use of Tablets on Stage at Festival

Choruses may use tablets containing choral scores on stage at Festival 2020 as long as that chorus has purchased, or licensed, legal or published music for each singer. In addition, any PDF score on a tablet must include the following instruction on the scanned title page:

This PDF is for use only by singers from **Chorus Name** with the understanding that **Chorus Name** has purchased music for each singer. This PDF score is a representation of the music in the chorus library and must be deleted from this tablet no later than July 15, 2020.

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

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 song element you are planning requires something beyond “small rights” contact the copyright holder directly, contact the publisher of the song or work through Tresona to get clarification.

To request Grand Rights contact the **publisher** of the song.

For further assistance contact Larry Mills, EVP Tresona 917-969-0145
or larry.mills@tresonamultimedia.com.

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

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 www.tresonamusic.com

Optional sources for music on your video:

- A composition you have commissioned. Request rights from the composer.
- Music licensed through Creative Commons or other shared music sites: read requirements
<http://www.purple-planet.com/>: music on the site may be used free of charge in exchange for a link to their site. See requirements for composer credits.
<http://freemusicarchive.org> : most music here can be used for free but read the instructions carefully for the different kinds of music licenses and how the composer is to be credited.
www.bensound.com: read the requirements for crediting the composer.
www.justicechoir.org/songbook: songs free for use through a Creative Commons License.

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