

# REQUEST FOR PERMISSION TO ARRANGE

**BASED ON THE STANDARD FORM RECOMMENDED BY:**  
**Music Publishers Association of the United States & National Music Publishers Association Inc.**

**This agreement is to be prepared in duplicate. After completing both sides in type or print and signing where indicated, forward both copies, along with your payment and a copy of the original permission letter, to the attention of the Copyright Department. We will then countersign and return one fully executed copy of the agreement to you for your records.**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
(Address of Publisher)

Permission to arrange requested by:

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Institution/Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Fax

We hereby request your permission and non-exclusive license to arrange the following musical composition:

Title: _____	} Words & Music
By: _____	
_____	

(hereinafter referred to as the "Arrangement")

1. The Arrangement will be created by \_\_\_\_\_  
(Name of Arranger)

For \_\_\_\_\_  
(Type of Arrangement)

in \_\_\_\_\_  
(Number of Instrumental and/or Vocal Parts)

We will produce \_\_\_\_\_ copies of the Arrangement for use and performance

only by our \_\_\_\_\_  
(Teachers, Students, Memebrs, Congregation, etc.)

**(OVER)**

2. No right to record or to reproduce additional copies is granted to us. We understand that if we wish to record the Arrangement, a separate license will be required. We agree to distribute (except for use of copies as provided in Paragraph 1), sell, loan or lease copies of the Arrangement to anyone.
3. All copies of the Arrangement shall bear following the copyright notice and the words "Arranged by Permission" at the bottom of the first page of music of each part of the Arrangement. We will furnish you with a copy of the Arrangement upon completion.
4. We will have the Arrangement made by a person connected with us as our employee-for-hire, without any payment obligation on your part, and our signature below, together with yours underneath the words "Permission Granted" below shall assign to you all of our right in the Arrangement and the copyright in the Arrangement together with the sole right of registering the copyright as a work made for hire in your name or the name of your designee.
5. Additional provisions (if applicable):
6. In consideration of your permission to arrange, we agree to pay you a fee for this usage of \$\_\_\_\_\_ upon the granting by you of the permission requested.
7. This license agreement sets forth our entire understanding and may not be modified or amended except by written agreement signed by both of us.

**AGREED TO:**

By: \_\_\_\_\_  
Institution/Company Name

\_\_\_\_\_

Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**PERMISSION GRANTED:**

\_\_\_\_\_

Publisher

\_\_\_\_\_

Date

**PERMISSION DENIED BECAUSE:**

- \_\_\_\_\_ 1. Arrangement available for sale.
- \_\_\_\_\_ 2. Arrangement is in process of publication for sale.
- \_\_\_\_\_ 3. May not be arranged because of contractual commitments.
- \_\_\_\_\_ 4. Other: \_\_\_\_\_