

## **How to Rent A Show (Copyrighted Material)**

### **#1 Contact us to check availability in your region**

### **#2 Sign a contract**

The contract must be signed by the band director and principal or booster president. The second signature should be the person who authorizes (signs) payment. Pricing and all terms are listed in the contract. No pre-payment is needed (we have flexible terms).

### **#3 Request any copyright permissions needed**

We prefer to make copyright requests for you. We also prefer to pay the rearrangement copyright fees for you. We will include this service for no extra fee. You will only be charged the actual fees required by the publishers (no extra charge from us). We will send you the quote from the publisher, and if you are unhappy with the cost you may cancel the entire contract (without penalty) at that time.

### **#4 Download files from Dropbox (usually within 24 hours of receiving copyright approval)**

We will create a Dropbox folder with pdf scores/parts, mp3's, .mus files, and .xml files. Included in this folder will also be an invoice and customization form.

### **#5 Return the Customization Form**

Please make your customization requests as soon as possible. We take customization requests in the order in which they are received. We are very busy from May through the end of June. Customization requests made in May and June could take up to two weeks. We will let you know if we can make your deadline. Customization requests made prior to May are completed within a few days. We must do some customization on all shows that require copyright permission.

### **#6 Download customized files from your Dropbox folder**

We will create a Dropbox folder with your customized pdf scores/parts, mp3's, .mus files, and .xml files.

### **#7 Payment (flexible terms)**

Payment is expected within 30 days of completion of services. If this is not possible, please give an approximate payment date (we are flexible). We accept PO's, checks, and credit cards.