

REQUEST FOR COPYRIGHT CLEARANCE ON MUSICAL OR DRAMATIC WORKS

For use of this form, see AR 215-1; the proponent agency is OACSIM

NOTE: This form is to be completed by Army Entertainment Program Managers only.

PART A - TO BE COMPLETED BY THE REQUESTING INSTALLATION (In triplicate)

1. TO: COMMANDER USACFSC (ATTN: CFSC-SF-R) 4700 KING STREET (Summit Centre) ALEXANDRIA, VA 22302-4418	2. FROM: (Include ZIP Code)				
3. Under the provision of AR 215-1, request copyright clearance on the following work for production at this installation, or as indicated.					
a. NAME OF WORK TO BE PERFORMED	b. NAMES OF AUTHORS OR COMPOSERS				
c. TOTAL NUMBER OF PERFORMANCES	d. MONTHS/YEAR				
e. NAME AND DSN/COMMERCIAL TELEPHONE NUMBER OF PRODUCING OR SUPERVISING ENTERTAINMENT PROGRAM MANAGER					
4. TYPE OF PRODUCTION GROUP (Check all appropriate items) ☐ ARMY ENTERTAINMENT ☐ DEPENDENT SCHOOL ☐ DINNER THEATRE ☐ MILITARY TOURING COMPANY ☐ CIVILIAN TOURING COMPANY ☐ OTHER (Specify)	5. NAME AND MAILING ADDRESS OR PRODUCING ORGANIZATION, IF OTHER THAN 2 ABOVE				
6. ADMISSION CHARGES (When applicable indicate Adult, Youth, etc. prices)					
a. SHOW ONLY (ADULT \$ _____ : CHILD \$ _____ : STUDENT \$ _____)					
b. DINNER AND SHOW (ADULT \$ _____ : CHILD \$ _____ : STUDENT \$ _____)					
☐ PROCEEDS WILL BE DONATED TO A CHARITY (Attach detailed explanation)					
7. PERFORMANCE SCHEDULE (Complete one line for each different performance site. If there are different performance sites, list separately. If needed, attach plain bond paper, providing data required in (a) through (f), below) If the production is commercially contracted, the terms of the contract must be fully explained on attached documentation or a copy of the contract may be attached.					
SITE (a)	EXACT DATES OF PERFORMANCES (b)	EXACT GEOGRAPHIC LOCATION (c)	NAME OR TYPE OF FACILITY USED AS PERFORMANCE SITE (d)	SEATING CAPACITY (e)	AVERAGE EXPECTED ATTENDANCE (f)
1.					
2.					
3.					
4.					
5.					
8. REHEARSAL OR PRODUCTION MATERIALS REQUIRED (Include orchestration size.) If additional space is needed, attach plain bond paper with date. If no materials are required, indicate reasons why and attach invoices, receipts, or other proof of purchase or rental.					
a. ITEM(s)			b. SOURCE (Agency and Address)	c. DATE NEEDED	
9. SIGNATURE OF ENTERTAINMENT PROGRAM MANAGER/COPYRIGHT CONTROL OFFICER					DATE

PART B - TO BE COMPLETED BY USACFSC		
11. TO: <i>(Name and address of leasing agency, including ZIP Code)</i>	12. FROM: COMMANDER USACFSC ATTN: CFSC-SR ALEXANDRIA, VA 22331-0510	13. DATE
14. This is a request for copyright clearance of the work described in Part A which is scheduled for presentation under auspices of the Army Entertainment Program on the dates and at the places indicated. You are requested to complete Part C and return the completed form to the address entered in block 15.		
a. REMARKS	b. SIGNATURE	
PART C - TO BE COMPLETED BY THE LEASING AGENCY		
15. TO: COMMANDER USACFSC <i>(ATTN: CFSC-SF-R)</i> 4700 KING STREET <i>(Summit Centre)</i> ALEXANDRIA, VA 22302-4418	16. FROM: <i>(Include ZIP Code)</i>	17. DATE
18a. ☐ Permission is granted based on information furnished. Invoices for royalties and other fees quoted herein will be sent to UACFSC. See Block 15.		
18b. ☐ Permission		
18c. Special Remarks		
19. SIGNATURE		
PART D - TO BE COMPLETED BY USACFSC		
20. TO:	21. FROM: COMMANDER USACFSC <i>(ATTN: CFSC-SF-R)</i> 4700 KING STREET <i>(Summit Centre)</i> ALEXANDRIA, VA 22302-4418	
22a. Clearance for the requested copyrighted work is not granted by the leasing agent as indicated in PART C, above.		
22b. If copyright clearance is granted, the requesting activity must complete Part E within 5 working days of the final performance and return the completed form to the address entered in block 25.		
23. SIGNATURE	24. DATE	
PART E - TO BE COMPLETED BY THE PERFORMING INSTALLATION		
25. TO: COMMANDER USACFSC <i>(ATTN: CFSC-SF-R)</i> 4700 KING STREET <i>(Summit Centre)</i> ALEXANDRIA, VA 22302-4418	26. FROM:	
27. NAME OF WORK PERFORMED:		
28a. TOTAL NUMBER OF PERFORMANCES:	28b. PERFORMANCES ADDED TO OR CANCELLED FROM BLOCK 3c:	28c. TOTAL BOX OF OFFICE INCOME/FEES INCOME:
28d. TOTAL ATTENDANCE:		28e. NUMBER OF PARTICIPANTS INVOLVED <i>(cast, crews, orchestra and all others)</i>
28f. APPROXIMATE NUMBER OF HUMAN RESOURCE HOURS INVESTED IN THE PRODUCTION:		(1) MILITARY _____ (2) NON-MILITARY _____
29. SIGNATURE OF ENTERTAINMENT PROGRAM MANAGER/COPYRIGHT CONTROL OFFICER		30. DATE