

**Concord Music Group**  
**SYNCHRONIZATION REQUEST FORM**  
PLEASE COMPLETELY FILL OUT THIS FORM AND EMAIL TO  
LICENSING@CONCORDMUSICGROUP.COM

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

<b>Song Title</b>	
<b>Song Writer(s)</b>	
<b>Publisher(s)</b>	
<b>Artist / Performer(s)</b>	
<b>Licensee</b>	
<b>Production Name</b>	
<b>Media</b>	
<b>Detailed Description of Use/Scene</b>	
<b>Record Label</b>	
<b>Duration of Music (in minutes/seconds)</b>	
<b>Term</b>	
<b>Territory</b>	
<b>Release / Air Date</b>	
<b>Options (TV / Home Video / etc)</b>	
<b>Total Budget / Music Budget</b>	

PLEASE ATTACH SYNOPSIS OF ENTIRE FILM/PROJECT

**CONTACT INFORMATION**

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

**Instructions for Completing the Synchronization Request Form**

<b>Song Title</b>	State the title of the song you would like to license.
<b>Song Writer(s)</b>	State the names of the song's writer(s) – <i>not the artist performing the song.</i>
<b>Publisher(s)</b>	State the names of all publishers associated with the song – see <a href="http://www.ascap.com">www.ascap.com</a> <a href="http://www.bmi.com">www.bmi.com</a> and <a href="http://www.sesac.com">www.sesac.com</a> for this information.
<b>Artist / Performer(s)</b>	State the artist name, band name, or performer(s)
<b>Licensee</b>	State the name of the person or entity that is seeking to license the song.
<b>Production Name</b>	State the name of the production – typically the title of a film or video project or the name of a TV show.
<b>Media</b>	Describe the media you plan on using to show your project – some examples include film festivals, TV, video, radio, Internet. If you are producing videos or DVDs, please list the number of copies you plan to produce and the retail price per unit. If your media is going to be shown at a trade show or other such gathering, how many attendees will be present during the showing. <b>Be sure you request only the media you require.</b>
<b>Description of Use (background vocal, visual vocal, main or end titles, etc.)</b>	Describe the scene in which you would like to use the song you are requesting. A brief synopsis of the entire project and a description of the particular scene with the music is a good place to start, but please be as specific as possible. If you need more space, please feel free to attach further documentation explaining the details of the use.
<b>Record Label</b>	If you plan on using the master recording of a Concord artist please note "Concord Music Group" here.  If you are planning on doing a <i>re-record</i> of the song with your own musicians for which Concord Music administers the publishing, simply state that you would like to re-record.
<b>Duration of Music</b>	State the length of the music use in your project. If you are requesting multiple uses, state the length of each usage separately. For example, if you would like to use a ten second clip of the song in the middle of your project and a two minute clip later on in the project, you would state the following – 0:10, 2:00
<b>Term</b>	State (in years) how long you would like to license the song for your project.
<b>Territory</b>	State where you would like the rights to use music in your project. For example, if your project will only screen in a particular city or at a particular festival, explain that here. If you would like to secure rights to show the project anywhere in the world, simply write <i>World</i> . Similarly, if your project will be shown in theaters across the USA but nowhere outside the country, write <i>USA</i> .
<b>Release / Air Date</b>	State the date your project will be released or first aired. If you do not know the exact date, please estimate to the best of your ability.
<b>Options</b>	If you would like the option to purchase additional rights (ie. TV or Home Video rights) in the future, explain that here.

**Total Budget / Music Budget**

Please indicate your project budget here. This information will not necessarily be reflected in our quote, but will give us a better idea of what you can afford.

**\*\*Please be sure to include return e-mail address and/or fax to obtain a timely response.**