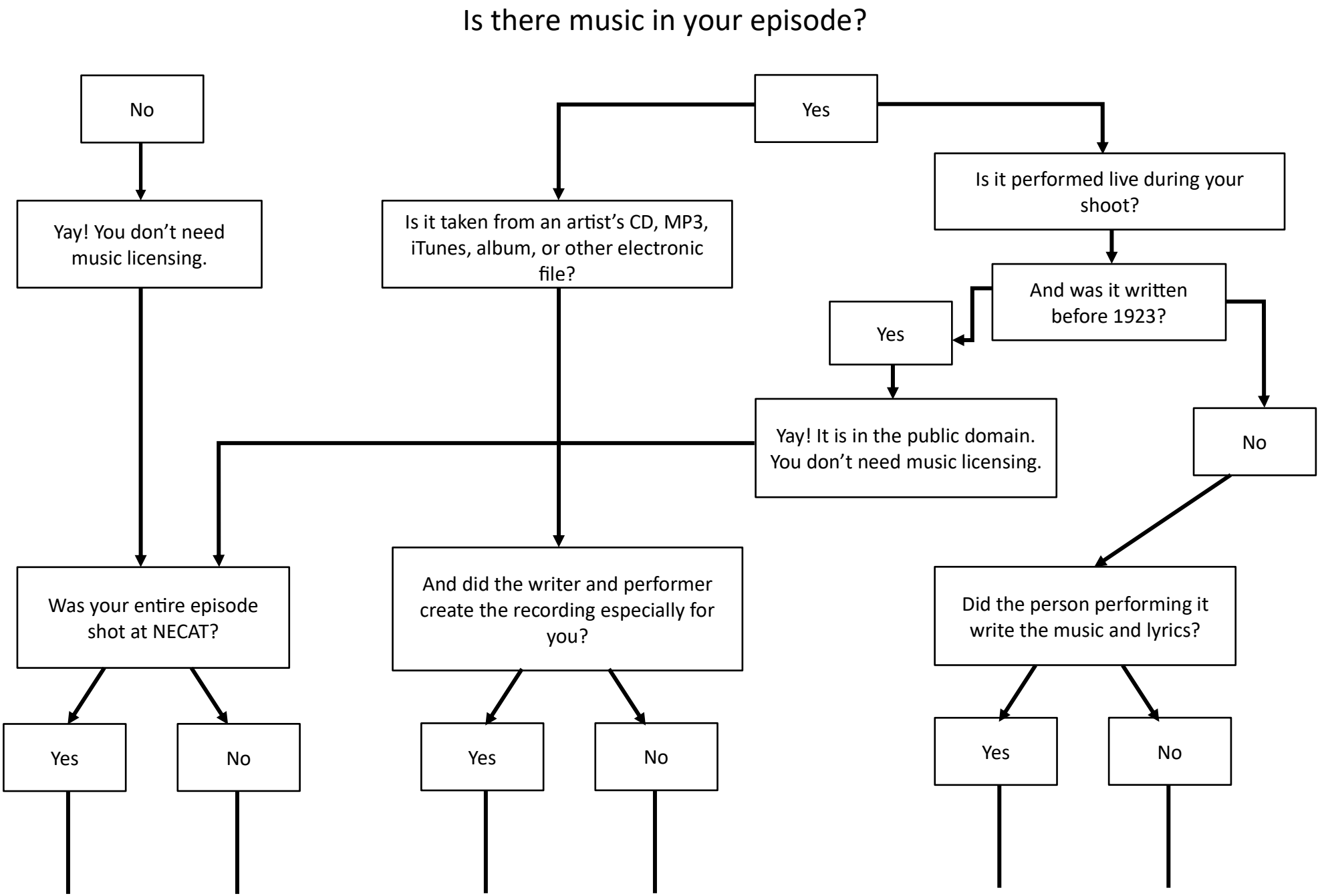
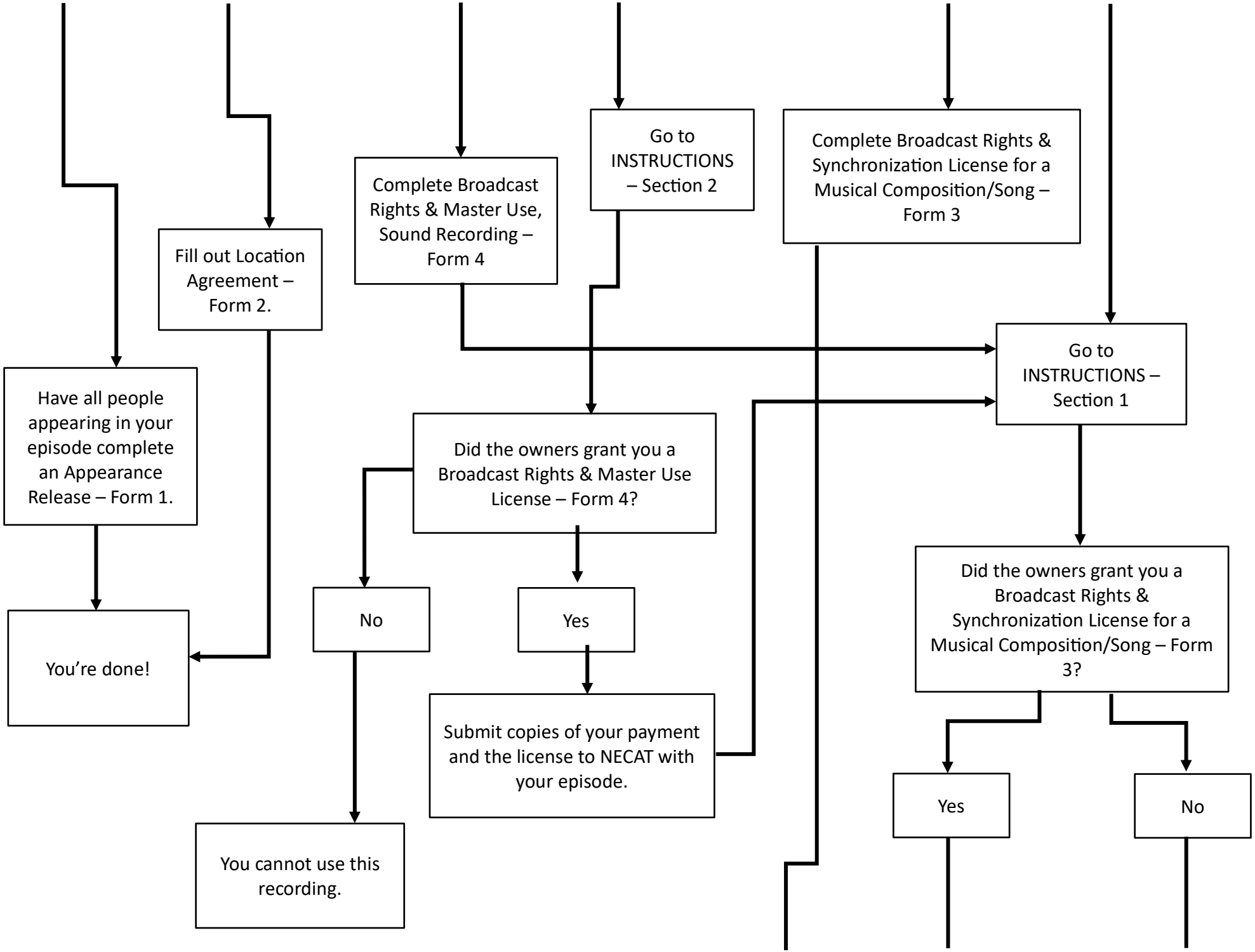
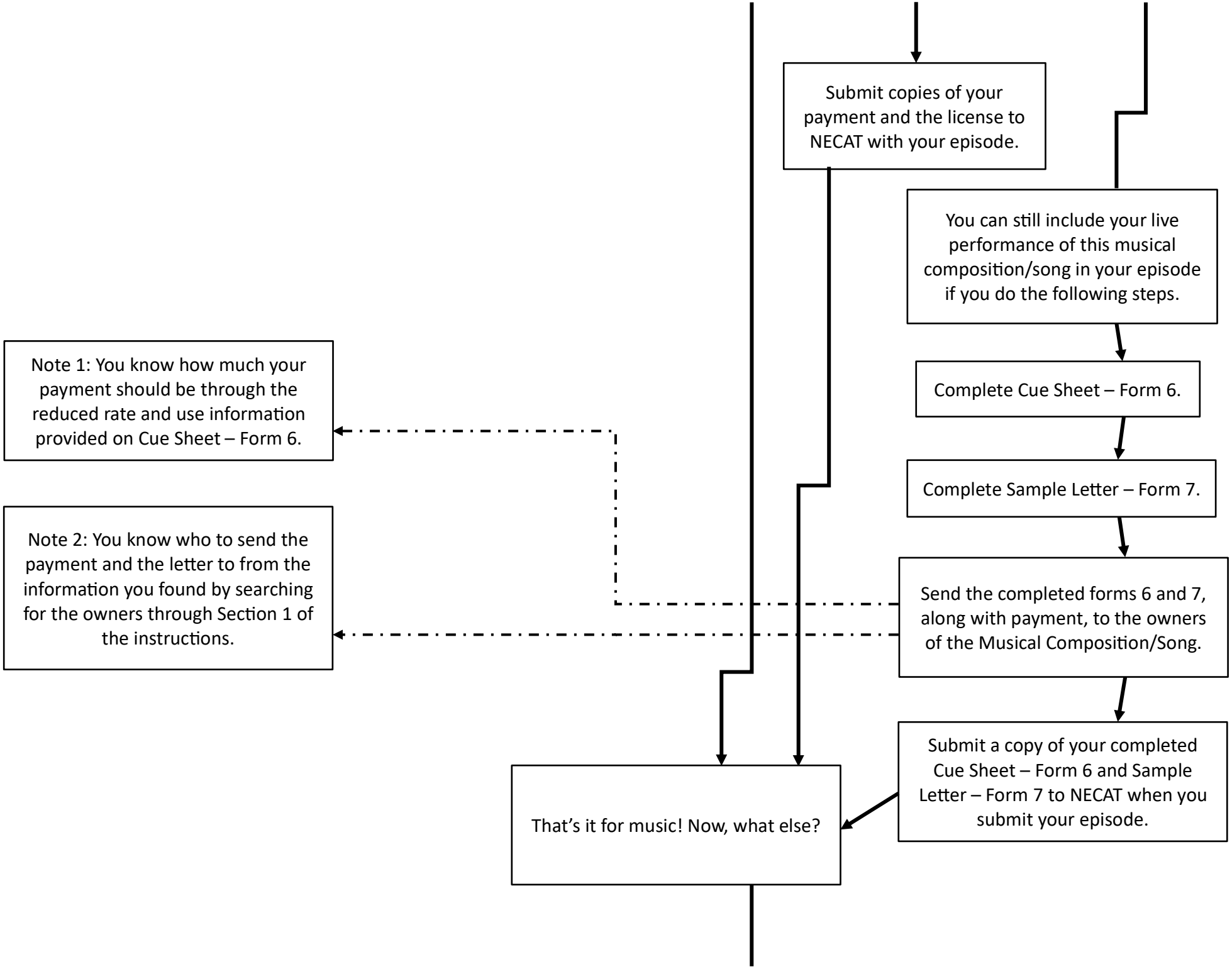
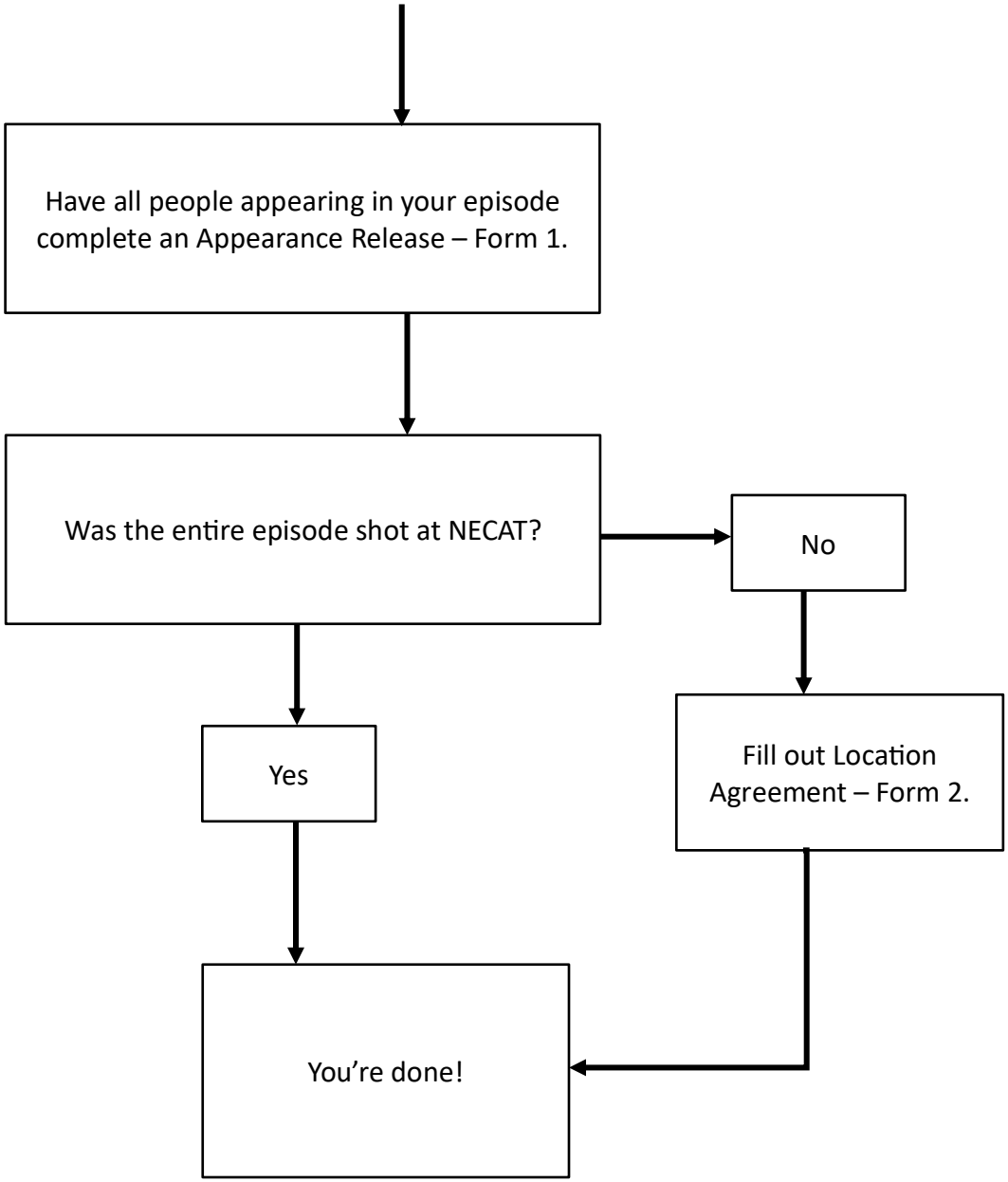
Chart for Using Music in Your Episode

*Use this chart as a guide for the **Instructions for Using Music in Your Episode** document.*




Have all people appearing in your episode complete an Appearance Release – Form 1.
You're done!
Fill out Location Agreement – Form 2.
Complete Broadcast Rights & Master Use, Sound Recording – Form 4
Go to INSTRUCTIONS – Section 2
Complete Broadcast Rights & Synchronization License for a Musical Composition/Song – Form 3
Go to INSTRUCTIONS – Section 1
Did the owners grant you a Broadcast Rights & Master Use License – Form 4?
No
Yes
Submit copies of your payment and the license to NECAT with your episode.
You cannot use this recording.
Did the owners grant you a Broadcast Rights & Synchronization License for a Musical Composition/Song – Form 3?
Yes
No


Submit copies of your payment and the license to NECAT with your episode.
You can still include your live performance of this musical composition/song in your episode if you do the following steps.
Complete Cue Sheet – Form 6.
Complete Sample Letter – Form 7.
Send the completed forms 6 and 7, along with payment, to the owners of the Musical Composition/Song.
Submit a copy of your completed Cue Sheet – Form 6 and Sample Letter – Form 7 to NECAT when you submit your episode.
That's it for music! Now, what else?
Note 1: You know how much your payment should be through the reduced rate and use information provided on Cue Sheet – Form 6.
Note 2: You know who to send the payment and the letter to from the information you found by searching for the owners through Section 1 of the instructions.


Have all people appearing in your episode complete an Appearance Release – Form 1.
Was the entire episode shot at NECAT?
No
Yes
Fill out Location Agreement – Form 2.
You're done!