

How to Commission A New Show

#1 Email us at john.fannin@me.com to check availability of writers

#2 Sign a contract

Contract must be signed by band director and principal or booster president. The second signature should be the person who authorizes (signs) payment.

#3 Request any copyright permissions needed (ignore if commissioning completely original work)

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 Complete the music design form

Please make your customization requests as soon as possible.

#5 Schedule writing

We start writing in early February. Get us your information and start the process as soon as possible. We are very busy in May and early June. We can take request in May and June, but we start projects in the order in which they are received. Be clear about any deadlines you have, and we will let you know if we can make your deadline.

#6 Download customized files from Dropbox

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

#7 Request Edits

Please make your edit requests as soon as possible. We take edit requests in the order in which they are received. We are very busy from May through the end of June. Edit requests made in May and June could take up to two weeks. We will let you know if we can make your deadline. Edit requests made prior to May are usually completed within a few days of your request.

#8 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.