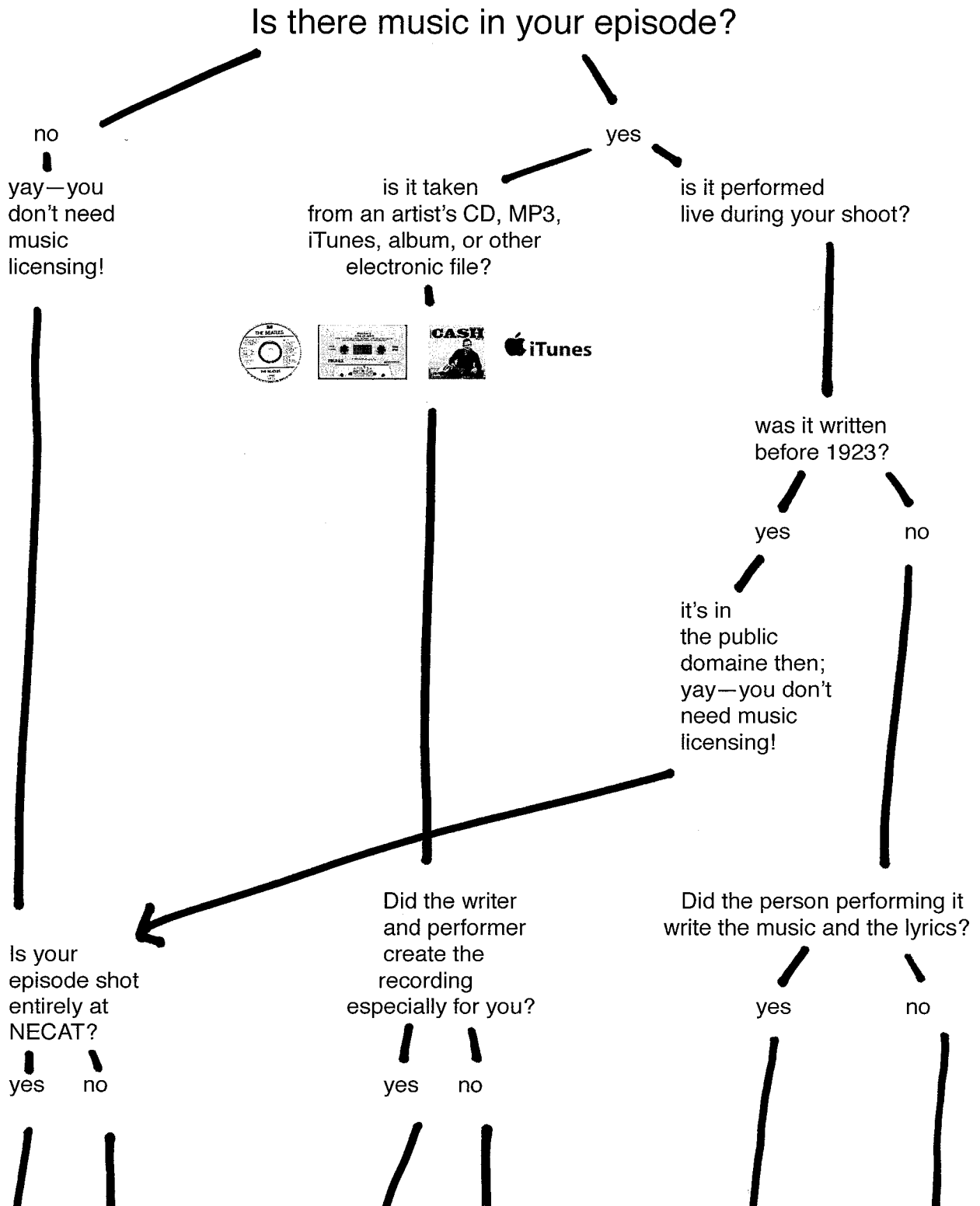


START HERE!

Use this

CHART FOR USING MUSIC IN YOUR EPISODE

*to guide you through the
INSTRUCTIONS FOR USING MUSIC IN YOUR EPISODE
document.*



Yay! Fill out Location Agreement - Form 2

Have everyone appearing in your episode complete Appearance Release - Form 1

Have everyone appearing in your episode complete Appearance Release Form 1

You're done!

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?

yes

no

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:

Complete Cue Sheet
- Form 6

and

Complete
Sample Letter
- Form 7

and send them both
with your payment to
the owners of the
Musical
Composition/Song

Note: You know how
much your payment
should be through the
reduced rate and use
information provided
on the Cue Sheet -
Form 6.

Note: You know who
to send the payment and the
letter to from the information
you found by searching for
the owners through
Instructions Section 1.

Submit a copy of your Cue Sheet
- Form 6 and your Letter - Form 7
to NECAT with your episode.

That's all for music—now what else?

Have all people appearing in your
episode complete an Appearance
Release - Form 1

Was your entire episode shot at
NECAT?

yes

no

Complete
Location Release
- Form 2 for all
other locations

You're 'done!