

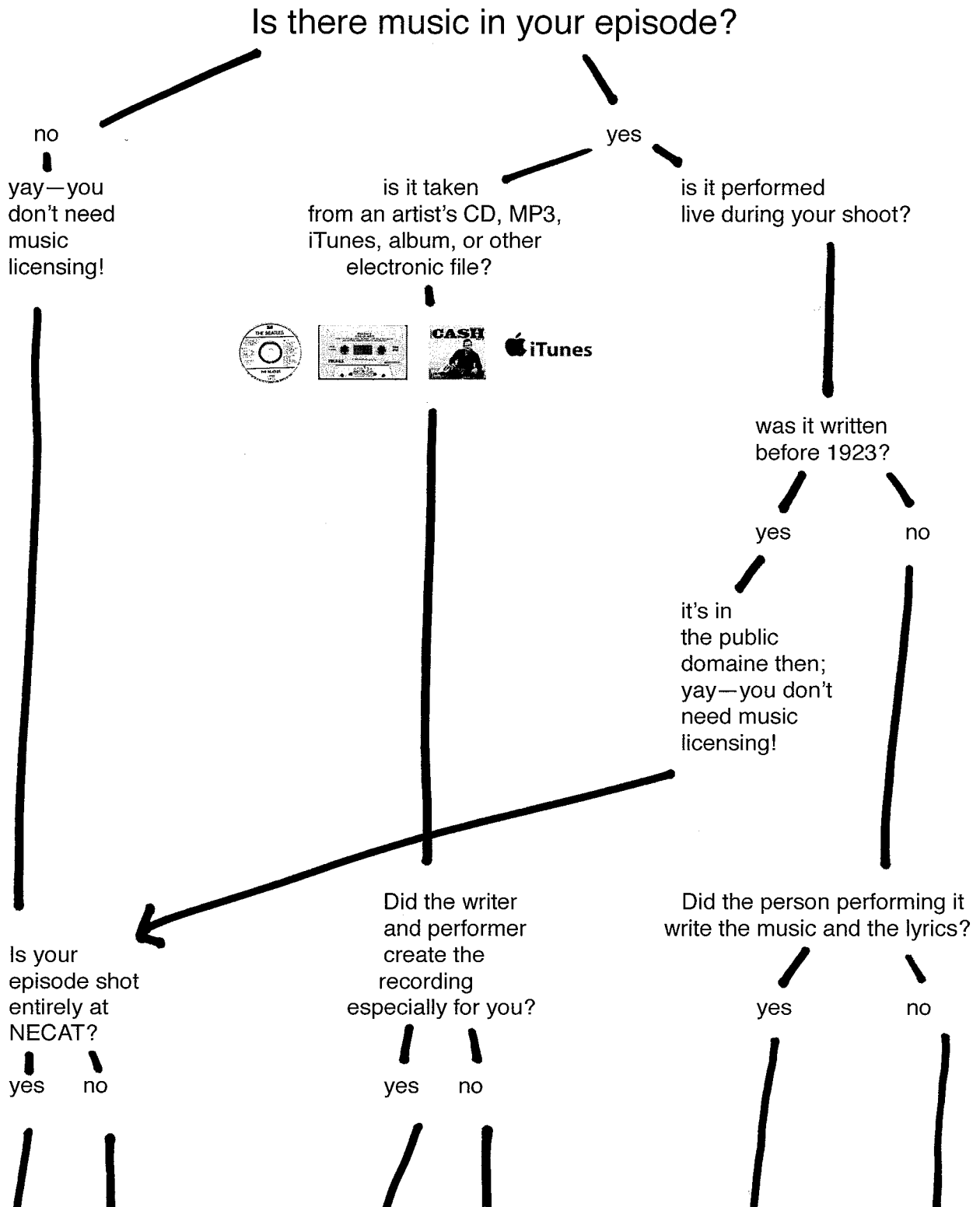


# START HERE!

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!