START HERE!
Use this CHART FOR USING MUSIC IN YOUR EPISODE to guide you through the INSTRUCTIONS FOR USING MUSIC IN YOUR EPISODE document.

Is there music in your episode?

- no
  - yay—you don't need music licensing!

- yes
  - is it taken from an artist's CD, MP3, iTunes, album, or other electronic file?
  - is it performed live during your shoot?
    - yes
      - was it written before 1923?
        - yes
          - it's in the public domain then; yay—you don't need music licensing!
        - no
          - Did the writer and performer create the recording especially for you?
            - yes
              - Did the person performing it write the music and the lyrics?
                - yes
                - no
            - no
    - no
      - Is your episode shot entirely at NECAT?
        - yes
        - no
      - no
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!