

## GRATIS REQUEST CHECKLIST

**STEP 1:** Provide a brief description of your project and what the gratis request is for (written in an attached document or via email will suffice)

**STEP 2:** Please fill in the LICENSE APPLICATION FORM

**STEP 3:** Please address the important Information listed below that BLB needs to review your request for the TYPE of Gratis License Permission requested:

▪ **PRINT**

- Please list the exact lyrics you plan to include in your project and include a brief description of your project and explain why it's important to use these lyrics.  
*(Please Include on a Separate Page)*
- How many units will you be manufacturing/publishing? \_\_\_\_\_
- Who is your target audience? \_\_\_\_\_
- What territories do you plan to release your product in? \_\_\_\_\_
- What is the Cost of your project? \_\_\_\_\_
- What is the name of the company/publisher that will be releasing your project? \_\_\_\_\_
- Other important project details: \_\_\_\_\_

▪ **SYNCHRONIZATION**

- What is the song duration you are requesting to use? \_\_\_\_\_
- How many units are you requesting gratis on? \_\_\_\_\_
- What territories do you plan to release your product in? \_\_\_\_\_
- If any units are for promotion, please list the number of uses desired: \_\_\_\_\_
- If any the use is in a commercial, please list the number of stations it will air on: \_\_\_\_\_
- Other important project details: \_\_\_\_\_

▪ **MECHANICAL**

- How many units will you be manufacturing? \_\_\_\_\_
- What territories do you plan to release your product in? \_\_\_\_\_
- What is the Cost of your project? \_\_\_\_\_
- If any units are to be sold for a charity, please list the charity's name and the number desired: \_\_\_\_\_
- If any units are for promotion, please list the number desired: \_\_\_\_\_
- Other important project details: \_\_\_\_\_

▪ **DIGITAL DOWNLOAD (Digital Phonorecord Delivery )**

- How many units are you requesting gratis on? \_\_\_\_\_
- What territories do you plan to release your product in? \_\_\_\_\_
- If any units are for promotion, please list the number desired: \_\_\_\_\_
- Are you also requesting internet streaming? \_\_\_\_\_
- Other important project details: \_\_\_\_\_



## Application for the USE OF A BLB CLIENT SONG



All requests are required in writing and sent either by email, postal mail or fax.

**You must include ALL of the following information or BLB is unable to license your requested use.**

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

(Please list your name and affiliation to the company that is requesting the license.)

Company/User: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Song Title: \_\_\_\_\_

Song Duration: \_\_\_\_\_ min \_\_\_\_\_ sec

Song Writer(s)/Publisher(s): \_\_\_\_\_

\_\_\_\_\_

*If you are requesting a license for more than one song to be included on your project, please fill in the second page as many times as needed and include it with your submission.*

Artist: \_\_\_\_\_

Record Label: \_\_\_\_\_

Project Title: \_\_\_\_\_

Release Date: \_\_\_\_\_

Project ID #: \_\_\_\_\_ Compact Disc: \_\_\_\_\_

- Refer to the UPC Bar code &/or the ISBN code that should be assigned to your project.

Digital Download: \_\_\_\_\_

- Refer to the ISRC code # assigned to your project - please contact the RIAA for this.

*\* If the request is for a one-time or limited pressing release, the Licensee is required to pay for the minimum upfront. \**

Number of Units You Will Manufacture (minimum of 1000):

- **Physical (compact discs):** \_\_\_\_\_
  - If you plan on releasing this song on a compact disc, a custom license is **mandatory**

Number of Digital Downloads You Anticipate To Sell (minimum of 1000):

- **Digital (downloads):** \_\_\_\_\_
  - If you plan on releasing your project to be sold online as a download, a Digital Phonorecord Delivery license is **mandatory**

### QUESTIONS??

Email our Licensing Dept:  
[heather@bigloudbucks.com](mailto:heather@bigloudbucks.com)

OR

Call Big Loud Bucks:  
**1-615-329-2729 ext. 405**

Additional Comments:

*Additional Songs To Be Licensed For The Use On The following Project:*

**Artist:** \_\_\_\_\_  
**Record Label:** \_\_\_\_\_  
**Project Title:** \_\_\_\_\_

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**Song Title:** \_\_\_\_\_  
**Song Duration:** \_\_\_\_\_ min \_\_\_\_\_ sec  
**Song Writer(s)/Publisher(s):** \_\_\_\_\_

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**Song Title:** \_\_\_\_\_  
**Song Duration:** \_\_\_\_\_ min \_\_\_\_\_ sec  
**Song Writer(s)/Publisher(s):** \_\_\_\_\_

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**Song Title:** \_\_\_\_\_  
**Song Duration:** \_\_\_\_\_ min \_\_\_\_\_ sec  
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**Song Title:** \_\_\_\_\_  
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