

GUIDELINES FOR REPORTING CLASSICAL PERFORMANCES TO BMI

October 15 is the post-mark deadline for mailing paper programs or submitting them by email. The live classical concert season runs from September 1 through August 31 annually, with the reporting deadline about six weeks later. Distribution occurs in August of the following year. Works must be registered in order to receive payment.

Company policies require independent documentation of the live performance. Please do not send a list of performances without supporting documentation.

HOW TO REPORT BY MAIL

- Send us a copy of the complete concert program with your name circled.
- If the performance was a U.S. premiere, please include the completed Premiere Report Form. If the performance occurred outside the United States, please include the completed International Report Form.
- Please check your programs to make sure that the following information appears: date, venue, performers, title of work (if an excerpt is performed, please add the title of the complete work), composer, and presenting organization.
- If any of the above are missing, please hand-write them before sending.
- Please keep copies of everything you send. Use USPS Registered Mail or Delivery Confirmation if you need to verify receipt of your submission, as we will not be able to let you know what has been received.

**Please send all submissions to:
BMI CLASSICAL
7 WORLD TRADE CENTER, 30TH FLOOR
250 GREENWICH STREET
NEW YORK, NY 10007-0030**

HOW TO REPORT BY E-MAIL

- Before scanning your program, circle your name and hand-write any vital information which may be missing, such as: date, venue, performers, title of work (if an excerpt is performed, please add the title of the complete work), composer, and presenting organization.
- Pictures of the program are accepted in place of scans only if all of the information above is visible and legible.
- Please include your name, date, and/or title of work in the name of the file.
- If the performance was a U.S. premiere, please include the completed Premiere Report Form. If the performance occurred outside the United States, please include the completed International Report Form.
- Attach files to an email with your name and the concert season (2014-2015) in the subject line, and send to classicalconcertreports@bmi.com. Send international performances to classicalinternationalreports@bmi.com.
- You will receive an auto-response when we receive your submission, and we will only get in touch with you if more information is required.

HOW TO REPORT WITHOUT A PROGRAM

- When you aren't able to obtain the concert program (and we understand why this is sometimes difficult), we accept other forms of third-party documentation when they include the following: date, venue, performers, title (if an excerpt is performed, please add the title of the complete work), composer, and presenting organization.
- Examples of acceptable documentation would be: a concert announcement or flyer (from performer's or presenter's website), a published review, a publisher's rental notice for the work in question, or a letter from the presenter listing all the above information.
- BMI Classical does not accept links to website listings. When you find your documentation online, please always print it right away, as listings are sometimes posted only for a short time.
- If the performance was a U.S. premiere, please include the completed Premiere Report Form. If the performance occurred outside the United States, please include the completed International Report Form.
- Submit documentation via mail or email as instructed above.

Please don't submit the old "Performance Report Form", as we no longer accept it. Documentation as described above will give all the information we need.