

# LLMEA

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Lancaster Lebanon Music Educators Association

TO: Recording Engineers of LLMEA Festival Events  
FROM: Rachel M. Rineer, President LLMEA  
SUBJECT: LLMEA Festival Recordings

We are happy to be able to work with you in your capacity as a recording engineer. We are interested in providing the festival participants and audience members the opportunity to secure a more permanent memento of the festival in the form of recordings furnished by your company. We believe this to be educational in nature, as well as to sustain a pleasant experience and memory.

At the same time we are concerned that there be no illegalities in the recording of these festival concerts. As an educational organization, we believe that it is imperative that the law be followed in the strictest fashion. We must model correct policy to our students. As a musical organization, we believe that composers and arrangers should be paid as the law dictates for their artistic endeavors.

Therefore, we respectfully request that all copyright and other legal obligations be properly cleared with the copyright owners and publishers. Securing "Mechanical Rights" is imperative for an LLMEA festival recording to be produced. Copies of the approved Mechanical Rights forms for an LLMEA festival must be filed with the LLMEA President and the local festival Host Director prior to the festival concert(s). Please do not place your festival host and me in the unthinkable position of canceling your festival recording agreement because copyright clearance has not been secured prior to the festival.

Additionally, LLMEA festival budgetary constraints preclude us from paying you a fee for your recording services. It is our expectation that your profits will be generated through sales of the recording and that we will not be receiving a bill for your services.

Thank you for your cooperation. If I can be of service regarding this correspondence please contact me at the address below. We look forward to working with you in producing a memorable and artistic concert recording.

Rachel M. Rineer, *President*  
Lancaster-Lebanon Music Educators Association  
Lancaster Christian School  
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Lancaster, PA 17602  
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### MECHANICAL RIGHTS FORM

All Festival Hosts and Recording Company Owners are required to complete this form. It is the responsibility of the Recording Company to secure Mechanical Recording Rights from Publishers and/or Composers for the musical selections included on an LLMEA Festival Recording.

#### Recording Company Statement of Responsibility

The following named recording company has obtained a license from publishers prior to the festival. We agree to abide by the license requirements furnished by the publishers whether it be payment of a fee or sending a copy of the recording, or both, directly to the publisher or the license clearing house. A recording fee is charged to the host to cover licensing fees, or we will absorb such fees as part of production costs. In either case, we agree to pay licensing fees directly. Additionally, we will collect the cost per copy of the recording from the participants and will distribute the recordings by mail. (LLMEA is hereby discharged from the legal responsibility for 'Mechanical Rights of Recording.')

\_\_\_\_\_  
Signature, Festival Host                      Date

\_\_\_\_\_  
Signature, Recording Company Owner

\_\_\_\_\_  
Signature, LLMEA President              Date

\_\_\_\_\_  
Print / Type Above Signature                      Date

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Zip Code

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#### Festival Host Completes This Section

Name of LLMEA Festival \_\_\_\_\_ Name of School \_\_\_\_\_

School Address \_\_\_\_\_ School Telephone \_\_\_\_\_

The festival host prepares this form, obtains the recording company owner's signature, signs this copy, and mails this form to the LLMEA President **thirty (30) days prior to the festival**. The LLMEA President will sign and maintain the original copy, then send a copy to the Host Director and a copy to the Recording Company Owner. **The Recording Company should NOT record the Festival Concert (or any Festival Rehearsal) unless a copy of this Form has been returned in advance of the Festival.**