

*Composer's Logo*

**Composition Commission  
Letter of Agreement  
Month Day, Year**

*Composer's Name  
Composer's Address 1  
Composer's Address 2*

*Commissioning Party's name  
Commissioning Party's email*

- 1) **Name** (“the commissioning party”) hereby commissions **Composer's Name** (“the composer”) to compose a new setting of the hymn tune “**Tune Name**” (“**Hymn Title**”).
- 2) The composer is neither an employee of the commissioning party, nor is the composer “working for hire” (WFH).
- 3) Description of the work:
  - a. Tune: **Tune Name (Composer's Name, year of composition)**
  - b. Text: **if applicable**
  - c. Duration: ca. **time**
  - d. Instrumentation: **instrument(s)**
  - e. Style/Difficulty level: **description**
- 4) The composer will not infringe on any existing copyright.
- 5) A master copy of the completed work shall be delivered to the address above via email (in PDF format) on or before **Month Day, Year**.
- 6) The fee for completing the work described above is \$**XXX.XX**, payable to “**Composer's Name**.” 50% of the fee (\$**XXX.XX**) shall be paid on signing this agreement, and 50% of the fee (\$**XXX.XX**) shall be paid when the completed work is delivered.
- 7) If the work is not completed as specified above (no. 5), the composer will refund to the commissioning party the amount paid (\$**XXX.XX**).
- 8) All music copying costs are the responsibility of the commissioning party.
- 9) **Optional:** The composer will make every effort to attend, at no cost to the commissioning party, a limited number of rehearsals (TBD) and the premiere performance (TBD).
- 10) The composer, as copyright holder, hereby grants to the commissioning party: exclusive rights to the premiere performance; permission to reproduce the work for performance and to perform the work in perpetuity. If the work is published, the commissioning party shall observe all copyright restrictions set forth by the new copyright holder.

Composer

Commissioning Party

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Composer's Website**