ONBOARDING FORM

Please fill out this form for EACH enrolled work and provide as much of the following requested information as possible. Applicants are advised that the failure to provide information sufficient to allow for the proper transfer of copyright and management of an enrolled work may cause DG Copyright Management Inc. ("DG©M") to reject a bequest of such a work. You may need assistance from your attorney, agent or other consultant in order to compile this information and submit it properly. The DG©M also has a service available to organize your materials and help you submit them. You can call us to obtain a quote for those services at (917) 565-8464.

1. CREATIVE INFORMATION

a. TITLE OF WORK: _____

b. Type of Work [*play/ libretto/ lyric/ musical composition]:* _____

c. Approximate date of creation: _____

d. Please note alternative titles (*if any*): _____

2. COPYRIGHT INFORMATION

a. Did you register the work with the copyright office? ____

   i. If yes, when? _____

      1. Copyright Registration Number: _____

b. Is the work based on an underlying work? ____

   i. If yes, what was it? [title, type of work]_____

   ii. Was it in the public domain? ___

      1. If no, did you obtain permission to adapt it? ___

      2. Is the underlying work in the public domain now? ___

3. COLLABORATION

a. Did you have any collaborators on this work? ____

   i. If yes, please provide contact information for each collaborator:

   Name _____
   Address _____

Email _____
Phone _____

b. Did you have a signed collaboration agreement? ____

4. PUBLICATION STATUS

a. Is this work published? _____

i. If yes, when was it first published? _____

b. Have there been any subsequent publications of the work? ___

i. If yes, where and when? [please list name & date of each publication]:

_____

_____

ii. Please provide contact information for each publisher:

Name _____
Address _____
Email _____
Phone _____

5. PRODUCTION STATUS

a. Was there ever a paid public performance of the work presented by a 3rd party? ____

i. If yes, please note the work's primary productions (*i.e., 1st class, 2nd class, or LORT/mainstage premiere productions*), including the dates, locations, and producing entities for such productions:

_____

_____

_____

b. Were there any signed production agreements for such performances? ___

i. If yes, please note any future interests that were granted to a 3rd party as a consequence of such productions *(e.g., billing rights, subsidiary rights, future production rights, etc.)*

_____

_____

_____

_____

c. Were there any stock & amateur productions of the work licensed by a publisher/licensing agent? ___

i. If yes, please provide contact information for your licensing agent (*if different than the publisher listed in Paragraph 4.b above*):

Name _____
Address _____
Email _____
Phone _____

6. RECORDINGS

a. Was this work recorded? ____

i. If yes, what type of recording was made? [*e.g., archival, demo, commercially distributed, etc.*] _____

ii. Was it an audio-visual recording? ___ Or audio only? ____

iii. Was the recording distributed? ____

1. If yes, when? _____

iv. Please provide contact information for each distributor:

Name _____
Address _____
Email _____
Phone _____

7. REPRESENTATION

a. Is there an agent attached to this work? ____

i. If yes, please provide contact information for agent (*if different than the licensing agent listed in Paragraph 5.c above*):

Name _____
Address _____
Email _____
Phone _____

b. Is the work a lyric or musical composition? ___

i. If yes, is it represented by a music publisher? ___

1. Since when? _____

2. Please provide contact information for the music publisher:

Name _____
Address _____
Email _____
Phone _____

ii. Is the work registered with a performing rights society? (*e.g., ASCAP, BMI, SESAC*)? ___

1. If yes, since when? _____
2. Please provide contact information for the performing rights society:

Name _____
Address _____
Email _____
Phone _____

8. LICENSES FOR DERIVATIVE USES OF THE WORK

a. Have any licenses for derivative uses of the work been issued (*e.g. audio or audio-visual adaptations, literary adaptations, translations, music synchronization or mechanical licenses, remakes, sequels, digitization*)? ___

i. If yes, please describe the nature of any such licenses

_____

_____

_____

ii. Please provide contact information for all licensees:

Name _____
Address _____
Email _____
Phone _____

9. PLEASE DESCRIBE ANY LEGAL ACTION TAKEN WITH RESPECT TO THIS WORK. [*This includes action taken by you or by a third-party*.]

_____

_____

_____

10. WILL & ESTATE

a. Please provide contact information for the executor of

your will:

Name _____
Address _____
Email _____
Phone _____

b. Please provide contact information for the attorney preparing your will *(if not the executor listed above):*

Name _____
Address _____
Email _____
Phone _____

c. Who will have custody of the fully executed will (*if not the executor listed above)?*

_____

_____

ONBOARDING FORM

FINAL CHECKLIST OF MATERIALS REQUIRED TO COMPLETE THE ONBOARDING PROCESS FOR EACH ENROLLED WORK:

Testamentary materials:

- ☐ *Please attach a copy of your non-executed will for review **HERE.***
- ☐ *Please attach a copy of your executed will for review **HERE.***

Administrative materials:

- ☐ *Please attach a completed onboarding form for each work **HERE.***
- ☐ *Please attach your statement of authorial intent for each work **HERE.***

Ownership materials:

- ☐ *Please attach a copy of the copyright registration for each work **HERE.***
- ☐ *Please attach a copy of the collaboration agreement for each work **HERE.***
- ☐ *Please attach a copy of the underlying rights agreement for each work **HERE.***
- ☐ *Please attach a copy of any relevant legal memorandum for each work **HERE.***

Management materials:

- ☐ *Please attach a copy of any agency agreements related to each work **HERE.***
- ☐ *Please attach a copy of any production agreements for each work **HERE.***
- ☐ *Please attach a copy of any publication agreements for each work **HERE.***
- ☐ *Please attach a copy of any music publishing agreements for each work **HERE.***
- ☐ *Please attach a copy of any recording agreements for each work **HERE.***
- ☐ *Please attach a copy of any other derivative licenses for each work **HERE.***
- ☐ *Please attach a copy of any documents related to digital/online usage **HERE.***

Physical materials:

- ☐ *Please attach a printed copy of each work **HERE.***
- ☐ *Please attach any audio/audio-visual recordings of each work **HERE.***
- ☐ *Please attach copies of any reviews, press kits, demo tracks or any other marketing materials for each work **HERE.***

ONBOARDING FORM

To the best of my knowledge, the foregoing information that I have provided and the documents that I have attached to this form are complete and accurate.

Signature of applicant **Date**

_____ _____