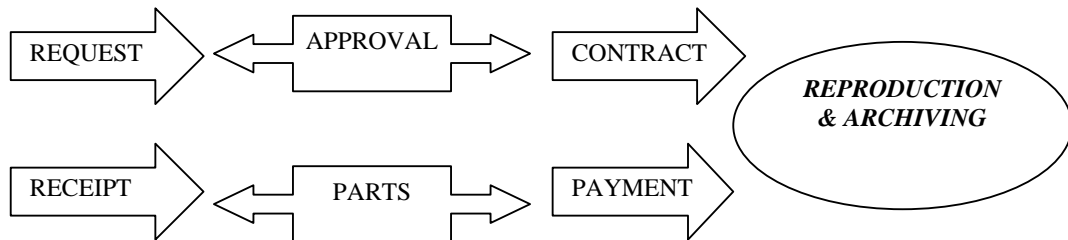


## Summary of Commissions Route



### 1. REQUEST

Requester is asked to submit to the Artistic Committee for approval:

A completed official Request for Commission form

A declaration from the Composer (if applicable) of his/her availability and a commitment to deliver the work at the specified time.

### 2. APPROVAL

Requests for Commissions come from:

COMPOSERS who have been approached to write or arrange a work

ENTITY / INDIVIDUAL requesting a specific work for a specific occasion

SAMRO Board of Trustees requesting a specific work for a specific occasion

### 3. CONTRACT

Commissioning Agreement Contract

If the Commission is granted by the Artistic Committee, SENA draws up a Contract between SENA and the commissioned Composer

Two copies of the contract are sent to the Composer  
Both should be signed by the composer and returned to SENA

The SENA Manager signs on behalf of SAMRO and a copy of the signed contract is sent back to the Composer for his files

#### 4. RECEIPT / PARTS

##### On Receiving the Work

SENA receives the completed work from the Composer

SAMRO's Musicologist scrutinises the score to ensure that the Composer adhered to the regulations in the contract

Once the score has been approved and the Composer has supplied the corrections, the score is reproduced.

In the case of a work for more than two instruments, where the parts had not been supplied by the Composer, the score is sent to a typesetter to extract the parts

#### 5. PAYMENT

##### Payment of Commissioning Fee

SENA requisitions a cheque for the work, according to the amount agreed to in the Commissioning Agreement Contract

Where the Composer also supplies the parts, remuneration per stave is included

#### 6. REPRODUCTION & ARCHIVING

A master copy of the work is made

A copy is reproduced from the master and sold to the requester of the Commission

The master copy of the work is indexed and archived

#### POINTS TO REMEMBER

1. *Score must be on single pages with the correct numbering*
2. *Hard copies of the score **MUST NOT BE BOUND***
3. *The title page of the work should bear the legend:  
Commissioned by the SAMRO Endowment for the National Arts 20.  
directly under the title*
4. *The hard copy of the score should bear on the last page, the (a) signature of composer, (b) date of completion and (c) duration*
5. **PLEASE SUBMIT THE SCORE TOGETHER WITH  
A COMPLETED NOTIFICATION FORM  
(available on the website)**