




Church Copyright Licence™ (Event) Copy Report

Thank you for purchasing a Church Copyright Licence (Event) from CCLI. Please read the following notes before choosing songs to use at your event.

- Please enter on this Copy Report full details of all the authorised songs used during your event.
- Your Event Licence permits you to type out, project and store lyrics. Photocopying words or music is not permitted under this licence.
- The Event Licence only covers 'authorised' songs. Visit songselect.ccli.com to search your songs and obtain the copyright information required. 
- The Event Licence is valid for a period of fourteen days and expires on the date shown on your Licence Certificate.

If your event lasts longer than fourteen days an additional Event Licence will be required.

Please note: All service sheets and other material made or stored under the terms of this licence must be destroyed/erased following expiry of the licence.

Please complete the following details	
Customer Name:	
Account Number:	
Event Name and Date:	
Licence Number:	
Report Completed By:	
Contact Telephone Number:	
Email Address:	

This report must be completed and returned to CCLI no later than one week after your event ends.

Please Return This Copy Report To:

Email: (UK): uk@ccli.com / (IE): ie@ccli.com

Post: **CCLI, Unit 16-17, Pacific House, 1 Easter Island Place, Eastbourne BN23 6FA, UK**

For *Frequently Asked Questions* see the end of this document.

Frequently Asked Questions

How do I know if the words of a song are covered by the Church Copyright Licence?

Copyright details are usually found at the base of the song or on the insert of a recording next to the © symbol. Visit songselect.ccli.com to check if a song is covered and obtain the copyright information required.

What does Public Domain mean?

The song is no longer in copyright - you do not need permission to reproduce the words. A song becomes public domain 70 years after the author's death.

Am I free to use Copyright Control / Author Unknown songs?

NO. CCLI cannot give permission to reproduce the words of these songs because the owner cannot be traced. If you reproduce these words it is at YOUR OWN DISCRETION, and you should be prepared to pay royalties for that use, should the owner become known.

What acknowledgement should I give next to reproduced song words?

At the base of the words of the song you should put: [Author], © [Year, Owner] & your Church Copyright Licence number. For example: *Fred Smiley © 2000 Happy Music Ltd, CCL No: 0003* .

If you make a song book, you need only put the author, date and owner at the base of each song, with the following acknowledgement in the front of the book: "All songs covered by Christian Copyright Licensing International Ltd., have been reproduced under CCL No. [your licence number]. All other songs have been reproduced by permission of the copyright holders." (Provided you have got their permission)

What if a song is not covered by the licence?

Contact the copyright owner and seek permission to reproduce the words. You do not need to include the reproduction of these songs on this copy report.