

## Guidelines for Submitting Music Set Lists for Performances Abroad

Through our online service **Meine Programme** you can comfortably report your music set lists of your public performances abroad within the entertainment music sector.

In order to submit your set list please select:

### **Meine Programme – Programmeingabe – Aufführung im Ausland**

- „**Gruppenauswahl**“ / **Group selection**

Choose the music group you were a part of at the event. Alternatively select your moniker / artist name. If the group or pseudonym does not appear in the drop-down list, you can go to the "**Programs**" sections and select "**Groups**" where you have the option to enter a new group / pseudonym.

- „**Auswahl des Aufführungslands**“ / **Country of performance**

Select the country in which the performance you want to report took place. Click on "**weiter**".

- „**Veranstaltung**“ / **Performance**

Please fill out the details of the performance ("**Veranstaltung hinzufügen**") which you want to submit music set lists of. Please note that a programme sheet for a public performance abroad can only include one event at a time.

- „**Musikstücke**“ / **Repertoire**

Over „**Auswahl aus Repertoire**“ you can select already reported and therefore listed works of your repertoire for the programme sheet. Please fill out all required information (e.g. **Gesungen** – sung, **Kurzversion** – short version, **Aufführungen** – performances etc.) for each of the works selected for the programme sheet. You can only list a title once, or a maximum of two times in case it was played as an encore. Please note that you can have a maximum of 18 titles per hour per programme sheet. Please click on „**Übernehmen**“ when you are ready.

"**Manuelle Erfassung**" enables you to enter titles which are not listed as part of your repertoire yet. Please note that it takes up to 24 to 48 hours for newly-created titles to appear in your repertoire overview.

Through "**Einträge speichern**" you can save the information in your programme sheet for later edits. We recommend to save your programme sheet data regularly. When you are done please select „**weiter**“.

- **Aufführung im Ausland Zusammenfassung / Summary Performances abroad**

You can submit the programme sheet with the selection of „**Abgeben**“. Successfully submitted programme sheets will appear under the section „**Gesendete Programme**“ and can be downloaded.

### Create a new programme

To create a new programme, you can:

a. Either empty the programme sheet you already submitted over "**Formular leeren**" and fill out the now empty form as described above.

b. Use the previously saved programme sheet and simply update its data. The advantage is that you don't have to fill out the whole repertoire played at these performances again. Please make sure that you fill out the exact number of times each music title was played.

### Managing the information on your programme sheets

The section "**Meine Programme**" includes the following menu items in addition to the program submission itself:

"**Gruppen**": create a new group or pseudonym or delete a group / pseudonym

"**Repertoire**": keep your repertoire up-to-date by adding new songs

"**Veranstalter**": add new organizers

"**Lokal**": add or delete locations where you have performed.

"**Setlist-Vorlage**": Setlist guideline

### Deadlines for submission

Make sure to regularly submit your programmes via our platform [www.akm-aume.at](http://www.akm-aume.at).

**Please note events can only be remunerated if they get reported within a maximum of three years after the actual event date! Live Programmes that haven't been submitted on time cannot be forwarded for payment to our sister societies.**

We kindly ask you to keep in mind the following two special deadline regulations for reporting performances within the entertainment music sector in the **UK** and **USA**:

**UK:** Due to UK distribution regulations, events can only be submitted up to **10 months after the date of the event**.

**US:** Due to US distribution regulations, events from January-December of the previous year can only be reported **till April 1st of the current year**.

**Italy:** Our Italian sister society SIAE only accepts programmes that are **transmitted directly to SIAE by the organizer. The respective programmes must be signed in advance by the person who issued the programme/AKM member**. In this case AKM is not able to submit the live programmes to the society. In your own interest we ask you to ensure that the organizers actually forward the signed programme reports to SIAE. We recommend that you keep a copy of the signed programme report as proof of submission.

### Contact details

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