

**Guidelines to Submit Literature to the MSHSAA Prescribed Graded Music List**

The guidelines for submitting literature for consideration to be placed on the MSHSAA PGML are provided below. **There is now an established 3-year rotation for each area of the list.** Literature may be submitted anytime throughout the year; however, it will be kept on file until the next review cycle for that specific area.

The MSHSAA encourages the submission of works from underrepresented composer groups and/or cultures. The MSHSAA does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs.

**Three Year Review Cycle**

**Vocal Literature - Summer of 2021**

**String Literature – Summer of 2022**

**Winds/Percussion/Piano Literature – Summer of 2023**

**Materials must arrive at MSHSAA on or before June 1st**

**New Music Submissions**

To submit new literature for consideration to be placed on the MSHSAA PGML please follow the steps below. Please review the matrixes for each area of the list prior to submitting literature. **Each matrix is located on the MSHSAA website under the Music Activities link**.

* Print and complete the specific **'Literature Addition Request Form'** for each title you are submitting for consideration. Each form is located on the MSHSAA website. The forms have been specifically designed for each area of the list. Please be sure to select the appropriate request form for your selection(s).
* Attach a **photocopy** (Do **not** send ORIGINALS) of the score with the '**Literature Addition Request Form'** and mail to the MSHSAA Office on or before **June 1st**. For solos, include a copy of the soloist part with **each measure numbered**. For ensembles, all parts shall appear on the score and **each measure should be numbered**. **Do NOT send originals!** All photocopies will be destroyed after the review.
* A completed **'Literature Addition Request Form'** must accompany **each** title being submitted for review. Any music submitted without a completed **'Literature Addition Request Form'** **will not** be reviewed.

The individual school music directors play a major role in the development and maintenance of the list. Do **not** submit literature just because the music is in your library rather; submit quality literature that is **not** currently listed. Please consider sharing this information with studio or private music instructors as well. Be certain to submit your music **before June 1st**. **Music received after June 1sth will not be reviewed for consideration until the next cycle of reviews takes place** (See dates listed above).

**Music Submitted for Timing Consideration Only**

If you have a selection that you feel has been timed incorrectly, please submit the selection using the steps outlined below to our office for review. Please contact the MSHSAA office if you have additional questions. To submit literature currently appearing on the MSHSAA PGML for timing considerations only please use the steps below.

* Print and complete a **'Timing Clarification'** form located in the document for each selection submitted with timing concerns.
* Attach a photocopy of the score (ensembles only) or soloist's part with the timing clarification form and mail to the MSHSAA Office on or before **June 1st.** For solos and ensembles please **number each measure of the work**.
* **Do NOT send originals**. All photocopies will be destroyed after the review.
* A **'Timing Clarification'** form must accompany each title being submitted for review.

**Removal of a Selection**

If you have a selection that you feel should be removed from the MSHSAA Prescribed Graded Music List, please submit the selection using the steps outlined below to our office for review. Please contact the MSHSAA office if you have additional questions.

* Print and complete a **‘Literature Petition Form – Removal of a Selection'** form located in this document for each selection along with any additional documentation.
* Attach a photocopy of the score (ensembles only) or soloist's part with the **‘Literature Petition Form – Removal of a Selection'** form and mail to the MSHSAA Office on or before **June 1st.**
* **Do NOT send originals**. All photocopies will be destroyed after the review.
* A **‘Literature Petition Form – Removal of a Selection'** form must accompany each title being submitted for review.

**Materials must arrive at MSHSAA on or before June 1st**

**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Brass Solos and Small Ensembles**



**Note: Send photocopy of soloist part and complete score (if ensemble) with this form. Please number each measure on all part(s) submitted.**

**Do not send originals!**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

**Event Type (Trumpet solo, Misc. Brass Ensemble, etc.):** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grade A** | **Grade B** | **Grade C** |
| Range |  |  |  |
| Key(s) |  |  |  |
| Rhythm / Meter |  |  |  |
| Technique / Articulation |  |  |  |
| Tempo |  |  |  |
| Intervals |  |  |  |
| Artistry and Musicality |  |  |  |
| Accompaniment |  |  |  |
| Harmonic Language |  |  |  |
| Melodic Language |  |  |  |
| Dynamic Expression |  |  |  |
| Part Exposure (Ensembles Only) |  |  |  |
| Part Balance & Texture (Ensembles Only) |  |  |  |

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

**Submitted by:**

Name: Click here to enter text.

Occupation:  School Director  Music Publisher  Other Click here to enter text.

Address: City/State/Zip: Click here to enter text.

Email: Click here to enter text.

**Send all related materials to:**

**(For Office Use Only)**

\_\_\_\_\_\_\_ To be placed on the PML as listed above: □ A □ B □ C □ Less than 3 minutes.

\_\_\_\_\_\_\_ To be placed on the PML with the following revisions:

\_\_\_\_\_\_\_ To **not** be placed on the PML for the following reason:

MSHSAA

Attn: Davine Davis

P.O. Box 1328

Columbia, MO 65205-1328



**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Snare Drum**

**Note: Send photocopy of soloist part with this form. Do not send originals!**

**Please number each measure on soloist's part.**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grade A** | **Grade B** | **Grade C** |
| Rhythmic Notation |  |  |  |
| Meter |  |  |  |
| Techniques |  |  |  |
| Dynamics |  |  |  |
| Tempo |  |  |  |
| Musical Structure |  |  |  |

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

**Submitted by:**

Name: Click here to enter text.

Occupation:  School Director  Music Publisher  Other Click here to enter text.

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MSHSAA

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P.O. Box 1328

Columbia, MO 65205-1328



**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Keyboard Mallet**

**Note: Send photocopy of soloist part with this form. Do not** **send originals!**

**Please number each measure on soloist's part.**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

**Instrument (i.e. Xylophone, Marimba, etc.) & Range (5 octave, etc.):** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grade A** | **Grade B** | **Grade C** |
| Instrumentation |  |  |  |
| Rhythmic Notation |  |  |  |
| Meter |  |  |  |
| Techniques |  |  |  |
| Dynamics |  |  |  |
| Tempo |  |  |  |
| Melodic Range |  |  |  |
| Harmonic Structure |  |  |  |
| Accompaniment |  |  |  |
| Musical Structure |  |  |  |

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

**Submitted by:**

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Occupation:  School Director  Music Publisher  Other Click here to enter text.

Address: Click here to enter text.

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Email: Click here to enter text.

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Columbia, MO 65205-1328



**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Timpani**

**Note: Send photocopy of soloist part with this form. Do not send originals!**

**Please number each measure on the soloist's part.**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grade A** | **Grade B** | **Grade C** |
| Instrumentation |  |  |  |
| Rhythmic Notation |  |  |  |
| Meters |  |  |  |
| Techniques |  |  |  |
| Dynamics |  |  |  |
| Tempo |  |  |  |
| Accompaniment |  |  |  |
| Musical Structure |  |  |  |

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

**Submitted by:**

Name: Click here to enter text.

Occupation:  School Director  Music Publisher  Other Click here to enter text.

Address: Click here to enter text.

City/State/Zip: Click here to enter text.

Email: Click here to enter text.

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\_\_\_\_\_\_\_ To be placed on the PML with the following revisions:

\_\_\_\_\_\_\_ To **not** be placed on the PML for the following reason:

**Send all related materials to:**

MSHSAA

Attn: Davine Davis

P.O. Box 1328

Columbia, MO 65205-1328

**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Multiple Percussion**



**Note: Send photocopy of soloist part with this form. Do not send originals!**

**Please number each measure on all soloist's part.**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grade A** | **Grade B** | **Grade C** |
| Instrumentation |  |  |  |
| Rhythmic Notation |  |  |  |
| Meters |  |  |  |
| Techniques |  |  |  |
| Tone Production |  |  |  |
| Dynamics |  |  |  |
| Tempo |  |  |  |
| Musical Structure |  |  |  |
| Accompaniment |  |  |  |

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

**Submitted by:**

Name: Click here to enter text.

Occupation:  School Director  Music Publisher  Other Click here to enter text.

Address: Click here to enter text.

City/State/Zip: Click here to enter text.

Email: Click here to enter text.

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**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Percussion Ensemble**

**Note: Send photocopy of complete score with this form. Do not send originals!**

**Please number each measure of the score.**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Required Number of Performers**: Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Grade A** | **Grade B** | **Grade C** |
| Instrumentation |  |  |  |
| Rhythmic Notation |  |  |  |
| Meter |  |  |  |
| Techniques |  |  |  |
| Dynamics |  |  |  |
| Tempo |  |  |  |
| Melodic Range |  |  |  |
| Harmonic Structure |  |  |  |
| Musical Structure |  |  |  |
| Player Exposure |  |  |  |

**Submitted by:**

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

Name: Click here to enter text.

Occupation:  School Director  Music Publisher  Other Click here to enter text.

Address: Click here to enter text.

City/State/Zip Click here to enter text.

Email: Click here to enter text.

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\_\_\_\_\_\_\_ To be placed on the PML with the following revisions:

\_\_\_\_\_\_\_ To **not** be placed on the PML for the following reason:

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**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Piano Solo**



**Note: Send photocopy of piano solo with this form. Do not send originals!**

**Please number each measure of the score.**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

**Submitted by:**

Name: Click here to enter text.

Occupation:  School Director  Music Publisher  Other Click here to enter text.

Address: Click here to enter text.

City/State/Zip: Click here to enter text.

Email: Click here to enter text.

**Send all related materials to:**

MSHSAA

Attn: Davine Davis

P.O. Box 1328

Columbia, MO 65205-1328

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\_\_\_\_\_\_\_ To be placed on the PML as listed above. □ Less than 3 minute

\_\_\_\_\_\_\_ To be placed on the PML with the following revisions:

\_\_\_\_\_\_\_ To **not** be placed on the PML for the following reason:



**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**String Solos and Small Ensembles**

**Note: Send photocopy of soloist’s part or complete score (ensembles) with this form. Do not send originals!**

**Please number each measure of the soloist's part or ensemble score.**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?** □ Yes □ No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Type:**  **(Violin solo, string duet, etc.)** | **Grade A** | **Grade B** | **Grade C** |
|  |  |  |  |

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

**Submitted by:**

Name Click here to enter text.

Occupation:  School Director  Music Publisher  Other Click here to enter text.

Address: Click here to enter text.

City/State/Zip: Click here to enter text.

Email: Click here to enter text.

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\_\_\_\_\_\_\_ To be placed on the PML with the following revisions:

\_\_\_\_\_\_\_ To **not** be placed on the PML for the following reason:

**Send all related materials to:**

MSHSAA

Attn: Davine Davis

P.O. Box 1328

Columbia, MO 65205-1328

  
**Note: Send photocopy of complete score with this form. Do not send originals!**

**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Vocal Solos and Small Ensembles**

**Please number each measure of the score.**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

**Event Type (Solo, Boys Quartet, Misc. Vocal Ensemble, etc.):** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Grade A** | **Grade B** | **Grade C** |
| Vocal Range |  |  |  |
| Melodic Design |  |  |  |
| Dynamic Range |  |  |  |
| Tempo |  |  |  |
| Text |  |  |  |
| Harmonic Structure |  |  |  |
| Rhythmic Elements |  |  |  |
| Accompaniment |  |  |  |
| Definitions |  |  |  |
| Texture (Ensembles Only) |  |  |  |

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

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Occupation:  School Director  Music Publisher  Other Click here to enter text.

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Columbia, MO 65205-1328



**MSHSAA Prescribed Graded Music List**

**Literature Addition Request Form**

**Woodwind Solos and Small Ensembles**

**Note: Send photocopy of soloist part and complete score (if ensemble) with this form.**

**Please number each measure on all parts submitted.**

**Do not send originals!**

**Materials must arrive at MSHSAA no later than June 1st**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

**Event Type (Flute solo, Misc. WW Ensemble, etc.):** Click here to enter text.

\***Length of Work (Time if notated on the score or recording):** Click here to enter text.

**Is the work 'Permanently Out-of-Print'?**  Yes  No

To determine your suggested grade level, complete the chart below by referring to the PGML matrixes on the MSHSAA website. If the selection is a multi-movement works please grade each movement by placing a 1, 2, etc. in the grade column(s) to indicate the level of each movement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Grade A** | **Grade B** | **Grade C** |
| Range |  |  |  |
| Key(s) |  |  |  |
| Rhythm / Meter |  |  |  |
| Technique / Articulation |  |  |  |
| Tempo |  |  |  |
| Expression |  |  |  |
| Melodic Design |  |  |  |

**\*** If the selection is multi-movement, list the time for each movement separately. To be considered a multi-movement work; the selection must have three or more movements and be printed in the visual form of a typical multi-movement work. It should be in sonata or suite form and each section must be separated, titled, and performable alone. (NOTE: A Theme and Variation form is not considered a multi-movement work).

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Occupation:  School Director  Music Publisher  Other Click here to enter text.

Address: Click here to enter text.

City/State/Zip Click here to enter text.

Email: Click here to enter text.

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**MSHSAA Prescribed Graded Music List**

**Literature Petition Form**

**(Timing Clarification)**

**Note: Send photocopy of full score (ensemble only) or soloist's part with this form.**

**Please number each measure of the work.**

**Do not send originals!**

**Materials must arrive at MSHSAA on or before June 1st**

**Title:** Click or tap here to enter text.

**Composer:** Click or tap here to enter text.

**Arranger/Editor/Transcription:** Click or tap here to enter text.

**Event Type (Trumpet Trio; Snare Drum Solo, etc.):** Click or tap here to enter text.

**PML Number:** Click or tap here to enter text.

**Is the work 'Permanently Out-of-Print'?** □ Yes □ No

**\*Length of Work (Time if notated on score or recording):** Click or tap here to enter text.

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**Submitted by:**

Name: Click or tap here to enter text.

Occupation: □ School Director □ Music Publisher □ Other Click or tap here to enter text.

Address: Click or tap here to enter text.

City/State/Zip: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Send all related materials to:**

MSHSAA

Attn: Davine Davis

P.O. Box 1328

Columbia, MO 65205-1328

**(For Office Use Only)**

□ Selection is less than 3 minutes □ Selection is over 3 minutes

If multi-movement work, list the number of movements to be performed below.



**MSHSAA Prescribed Graded Music List**

**Literature Petition Form**

**(Removal of a Selection)**

This form is to be completed when submitting a selection for consideration to be removed from the MSHSAA Prescribed Graded Music List. This form, along with a copy of the selection and any additional documentation must accompany this request. All documentation will be forwarded to the appropriate affiliate music organization to review (i.e. MBA, MCDA, MoASTA and PAS).

**Material must arrive at the MSHSAA Office on or before August 1st each year. Forms received after August 1st will not be reviewed for the upcoming school year.**

**Title:** Click here to enter text.

**Composer:** Click here to enter text.

**Arranger/Editor/Transcription:** Click here to enter text.

**Event Type (Trumpet Trio, Vocal Solo, etc.):** Click here to enter text.

**PML Number**: Click here to enter text.

**Rationale for Removal:** Click here to enter text.

Additional documentation attached.

**Submitted by:**

**Name:** Click here to enter text.

**Occupation:**   School Director  Music Publisher  Other Click here to enter text.

**Address:** Click here to enter text.

**City/State:** Click here to enter text.

**Email:** Click here to enter text.

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□ Approve removal from PML □ Do not remove selection

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Reason for removal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_