

SEASON PLANNING

WHEN SHOULD I APPLY FOR A LICENSE, AND HOW DO I KNOW IF A SHOW IS AVAILABLE?

We encourage applicants to submit license requests as far in advance as possible to give us time to obtain the proper clearances and give your organization time to go through the necessary payment channels.

Summer is the best time for script reading and season planning! It is recommended that you submit license requests for your top three or more titles, as availability varies. It is best practice to officially choose a show after determining licensing availability. Submitting a license request does not obligate you to producing or paying for the show, but it will give us the information we need to determine availability and the most accurate estimate of fees.

Here's a guide to the best time to apply for a license:

IF REQUESTING PERFORMANCE DATES IN	...IT IS BEST TO APPLY
Fall (September-November)	Spring/Summer (April-July) or earlier
Winter (December-February) or Spring (March-May)	Summer/Early Fall (June-September) or earlier
Summer (June-August)	Winter/Spring (December-April) or earlier

We accept license requests up to 18 months prior to performances.

WHERE CAN I READ THE SHOW PRIOR TO SUBMITTING A LICENSE REQUEST?

For plays, scripts can be purchased through our website.

For musicals, Samuel French's digital perusal process grants easy, digital access to music perusals while protecting the intellectual property of our composers, book writers, and lyricists. Digital perusals are intended to be used for finding the perfect show to fit your theater, casting pool, and resources. Digital rental perusals can be purchased and accessed on our website.

Perusals should be used to get acquainted with the music and script. They cannot be used to hold auditions, produce the show without a license, or find sheet music for a separate performance. The digital rental perusal is viewable in-browser only under your Samuel French account, and is available for two weeks. A physical script is not available for 101 high school editions.

Please note that to receive your music materials and to announce the show, your agreement must be paid in full.

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WHAT INFORMATION DO I NEED TO APPLY FOR A LICENSE?

To apply for a show, you'll need:

- A Samuel French account using your email address (we use individual accounts, and not organization accounts).
- Performance information including your venue, dates, ticket prices, number of performances, and the maximum seating capacity.
- Any special comments or requests (casting requests, an outline of proposed cuts or changes, etc.).

WHEN DOES MY LICENSE EXPIRE?

You are encouraged to submit for multiple shows at once, as availability varies. While all fees must be paid in full prior to announcing a show or starting production, your proposed agreement does not expire until two weeks prior to your first proposed performance.

WHAT IF PRODUCTION DETAILS CHANGE?

If you need to switch dates, venues, ticket prices, etc., please email your licensing representatives at K12@samuelfrench.com. Note that while there isn't a contract adjustment fee, your licensing fees may change to reflect the new performance details.

WHEN MAY I ANNOUNCE THE SHOW AND START PRODUCTION?

Per Samuel French's contracts, your agreement is only fully executed upon receiving full and finalized payment. This process helps us ensure that the rights of our authors are protected. When we send you an agreement, that is an approval for a license, not confirmation that you are licensed. The license is not executed until payment is received in full.

You may not announce, audition, rehearse, promote, or perform any show until your request has been approved and all fees have been paid in full. For musicals, payment must be confirmed for both invoices.

As a purchase order is a promise to pay, your performance agreement will not be marked paid and no rental materials will be sent until we receive a check, credit card, or e-check/ACH payment.