



GMWA Performance Division Song Submission Guidelines

The submission period opens on January 10, 2012 and closes on March 31, 2012. Songs submitted outside of these dates may not be acknowledged or considered.

The preferred format for song submission is electronic, using MP3 or WAV format. Songwriters wishing to have up to three songs reviewed for inclusion in the Performance Division (Mass, Men's, Women's, Youth/Youth Adult or Children's Choirs and/or New Music Seminar) should submit the song(s) in MP3 or WAV format to the Minister of Music, Dr. Rodena Preston, via e-mail at the following address: gmwamusicsubmission@yahoo.com

Electronic Submission Instructions

1. Each song (in MP3 or WAV format) must be sent as an attachment to an e-mail. **One e-mail must be sent for each song submitted.** Do NOT send multiple songs attached to a single e-mail.

2. The body of each e-mail **must** contain the following information:

A. Songwriter Information

Songwriter's Name
Songwriter's U.S. Mail Address
Songwriter's E-Mail Address
Songwriter's Phone Number
Songwriter's GMWA Chapter Affiliation

B. Song Information

Name of Song Submitted

C. Chapter Affiliation Verification

Name of Songwriter's Chapter Representative
U.S. Mail Address of Songwriter's Chapter Representative
E-Mail Address of Songwriter's Chapter Representative
Phone Number of Songwriter's Chapter Representative

This information must be in the body of the e-mail, **not** an attachment.

Failure to include all of the above information in the e-mail may result the rejection of the submission.

3. Songwriter's **must** be affiliated with a local chapter. Chapter affiliation will be verified.
4. Any submissions containing viruses will be rejected outright. All attachments should be virus-scanned before being submitted.
5. A separate lyric sheet (in MS Word or PDF format) must also be attached to the e-mail. If the song(s) has/have been scored, you may submit a PDF of the score in place of the lyric sheet(s).
6. Within 72 hours of receipt of the e-mail submission, a confirmation e-mail will be sent to the e-mail address from which the song was sent.

Traditional Submission Guidelines

If a songwriter is unable to submit electronically, he or she may submit by sending up to 3 songs on a CD or cassette tape, along with a lyric sheet or score of the music to the following address:

GMWA Performance Division
3474 S. Redondo Blvd.
Los Angeles, CA 90016

For More Information

Should you have questions or concerns about the submission process (electronic or traditional), you may contact Dr. Rodena Preston or (her assistant) Rev. Rodney Teal.

Dr. Preston Williams may be reached as follows:

E-mail: rodena88@earthlink.net. (Do NOT e-mail song submissions to this address.)

Rev. Teal may be reached as follows:

Phone: 571.215.6039

E-mail: aceusca@yahoo.com (Do NOT e-mail song submissions to this address.)

What's the status of my submission?

Songwriters please note that if your song is selected for use in the Performance Division, Dr. Preston will contact you.

If you submit electronically, receipt of the confirmation e-mail acknowledging your submission assures that your song is being considered. Also note, that incomplete submission may result in your song being rejected, so be sure that your submission is **complete** before you click "send."

If you submit traditionally (via U.S. Mail), please send your materials "Return Receipt Requested" so that you may have confirmation of receipt at the S. Redondo Blvd. address.