# GMWA 2022 Song Submission Guidelines

**The submission period opens on December 1, 2021 and closes on March 15, 2022.**
**Songs submitted outside of these dates may not be acknowledged or considered.**

**No more than 3 songs may be submitted by any songwriter.**

**The preferred format for song submission is electronic, using MP3 or MP4 format.**
**Electronic submission via Dropbox link is acceptable; however, lyrics must be attached to the email.**
**Electronic submission via YouTube link is acceptable; however, lyrics must be attached to the email.**
**Electronic submission in WAV format is acceptable.**
**Submission via cassette tape is NOT acceptable.**

**FAILURE TO COMPLY WITH THESE GUIDELINES (BOTH AS TO FORM AND/OR CONTENT) MAY RESULT IN YOUR SUBMISSION BEING REJECTED WITHOUT ANY NOTICE.**

## Electronic Submission Guidelines

1. Songwriters wishing to have up to three songs reviewed for inclusion in the Performance Division (Mass, Men's, Women's, Youth/Youth Adult, CAD and/or New Music Seminar) should submit the song(s) in MP3, MP4 or WAV format to the Song Submission Review Committee via e-mail at the following address: **gmwamusicsubmission@yahoo.com**

Submissions must be original and must not have been released nationally in order to be eligible for review and placement.

(For information regarding Children's Division song submission, please contact Dr. Clark Joseph at cjoseph@sjbcfamily.com.)

2. Up to 3 songs may be sent as attachments to an e-mail(s). **(ONE email with an mp3/mp4 or approved link AND a lyric sheet or score for each song is preferred.)**

3. Submission in formats other than the preferred format may cause severe delay in the review of the song(s). The mp3/mp4 formats are recognizable and downloadable across the broad spectrum of laptops, tablets and phones. Using other formats is work-intensive for the reviewers. It is likely that songs submitted in the preferred format will be reviewed first and those songs may fill all available slots.

4. A separate lyric sheet for each song submitted must also be attached to the e-mail(s). The lyric sheet must be in MS Word or PDF format. If the song(s) has/have been scored, you may submit a PDF of the score in place of the lyric sheet(s).

5. The **body** of the e-mail **must** contain the following information:
   - A. Song Title
   - B. 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
   - 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

6. Songwriters **must** be affiliated with a local chapter. **Chapter affiliation will be verified.**

7. Any submissions containing viruses will be rejected outright. All attachments should be virus-scanned before being submitted.

8. If a person other than the songwriter is making the submission on behalf of the songwriter, the submitter should send the submission to the songwriter by email at the same time as the submitter makes the submission to the Committee.

9. 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, along with a lyric sheet or score of the music to the following address:

GMWA Performance Division
c/o Jerusalem Baptist Church
2600 P Street, NW
Washington, DC 20007

Songs submitted via U.S. Mail will receive LOW-PRIORITY in review, as it is labor-intensive to "rip" the song from your CD and upload the file for review. It is quite possible that songs submitted "traditionally" (in this electronic age) will not be reviewed at all or very late in the process.

**For More Information**

Should you have questions or concerns about the submission process (electronic or traditional), **please contact Rev. Rodney Teal**

Rev. Teal may be reached as follows:
Phone: 571.215.6039
E-mail: tealgmwa@gmail.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, the Committee 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 without further notification, so be sure that your submission is **complete** before you click "send."

**If you submit traditionally (via U.S. Mail), send your materials "Return Receipt Requested"** so that you may have confirmation of receipt at the Jerusalem Baptist Church address. DO NOT SEND traditionally submitted materials VIA CERTIFIED MAIL or by any means where a signature is required. Your submission will be summarily returned.