

## INFORMATION FOR ANTHEM GIFTS

If you wish to place an anthem in the Cathedral Music Library, please do the following:

1. Choose an anthem from the *Available Anthems to Donate* downloadable file. You may also discuss with the Director of Music the possibility of donating an anthem currently in the Cathedral Music Library but not on that list.
2. Complete the *Anthem Donation Form* found as a downloadable file on this website.
3. Please make check payable to "CCA Music Discretionary Fund" for the amount listed and send form and check to the Music Department.

You will receive notification of your gift for tax purposes. According to the information you provide, the family or whomever you list will be notified as well. When this information has been provided, the following will occur:

1. The following statement will appear the first time the anthem is performed in a service after notification is received: *The anthem " \_\_\_\_\_", composed by \_\_\_\_\_ has been placed in the Cathedral Music Library in memory of/honor of/thanksgiving for \_\_\_\_\_ by \_\_\_\_\_.* If this service is a special service, other than Sunday morning, it will also appear in the morning service leaflet when the anthem is performed.
2. Your gift will be recognized in perpetuity with a label on each anthem copy with the designated information.
3. In addition, the information will be printed in the *Adventurer* and in the next Music Event leaflet as a gift to the Music Discretionary Fund.